



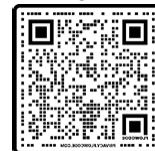
CITY COUNCIL

Kim Learnard, Mayor

Clinton Holland, Mayor Pro Tem | Laura Johnson, Post 1

Suzanne Brown, Post 2 | Vacant, Post 4

SCAN FOR AGENDA
PACKET



Regular Meeting Agenda

June 19, 2025 | 9:30 AM

City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **Announcements, Awards, Special Recognition**
 - A. Hermes Awards: Gold Winners: Navigate PTC App & Sponsorship Packet (Vivian Lett)
4. **Presentation**
 - A. FY2024 Annual Comprehensive Financial Report (David Irwin, Mauldin & Jenkins, LLC)
5. **Public Comment**
6. **Agenda Changes**
7. **Minutes**
 - A. May 8, 2025 City Council Meeting Minutes
 - B. May 15, 2025 City Council Meeting Minutes
 - C. May 15, 2025 Executive Session Minutes
 - D. June 5, 2025 City Council Meeting Minutes
 - E. June 5, 2025 Executive Session Minutes
8. **Consent Agenda**
 - A. FY2026 Non-Profit Funding - Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place
 - B. FY2026 Non-Profit Funding - Fayette Senior Services, Inc.
 - C. FEMA SAFER Grant - Cost Share Support
 - D. Replacement Vehicle for Stormwater Department
 - E. Station 85 Engineering Services
 - F. Planning Commission Appointments
 - G. Resolution 06192025-CA-G Public Declaration of Public Road and Approval of Easement
9. **Old Agenda Items**
10. **New Agenda Items**

This agenda is subject to change at any time up to 24 hours prior to the scheduled meeting.

This meeting will be held in the Frances Meaders Council Chambers at City Hall. Page 1 of 201

- A. 06-25-06 Engineering Services for Huddleston Road, Path, & Sewer Project (David Borkowski)

11. Public Hearings

12. Council/Staff Topics

- A. Architectural Services Request for Proposals (David Borkowski)

13. Executive Session

14. Adjourn

It is the policy of the City of Peachtree City that all city-sponsored public meetings and events are accessible to people with disabilities and are in compliance with Title VI of the Civil Rights Act of 1964. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA or need assistance per Title VI, please contact the City's Title VI and ADA Coordinator, Dr. Teaa Allston-Bing at (770) 632-4276 or e-mail tallston-bing@peachtree-city.org at least three (3) business days before the scheduled meeting or event to request an accommodation.

This agenda is subject to change at any time up to 24 hours prior to the scheduled meeting.

This meeting will be held in Council Chambers at City Hall



FOR IMMEDIATE RELEASE

Contact: Ed Dalheim

Hermes Creative Awards

HERMES CREATIVE AWARDS ANNOUNCES 2025 WINNERS

DALLAS, TX – May 1, 2025 – Hermes Creative Awards today announced the winners of its 2025 international competition honoring creative excellence in traditional and emerging media. The awards recognize outstanding work in the creative industry and highlight the philanthropic spirit of marketing and communication professionals around the world.

This year's competition attracted more than **6,000 entries** from across the United States, Canada and **30 other countries**. Submissions came from corporate marketing and communication departments, advertising agencies, PR firms, design shops, production companies, and freelancers.

Hermes Creative Awards is administered and judged by the **Association of Marketing and Communication Professionals (AMCP)**, an international organization made up of thousands of creative professionals. AMCP oversees awards and recognition programs, provides a team of experienced judges, and celebrates the contributions of individuals and organizations who elevate the profession.

As part of its mission, AMCP actively supports creative professionals who donate their talents to public service and charitable organizations. Hermes Creative Awards waives entry fees for pro bono work, and in recent years, AMCP has contributed more than \$325,000 to nonprofit and community initiatives.

AMCP's panel of industry professionals seeks out companies and individuals whose talent not only meets but surpasses a high standard of excellence—setting benchmarks within their respective fields. Winners were chosen across more than 200 categories encompassing advertising, publications, marketing/branding, integrated marketing, public relations/communications, electronic media, and pro bono work. A complete list of Platinum and Gold Winners is available on the Hermes Creative Awards website at www.hermesawards.com.

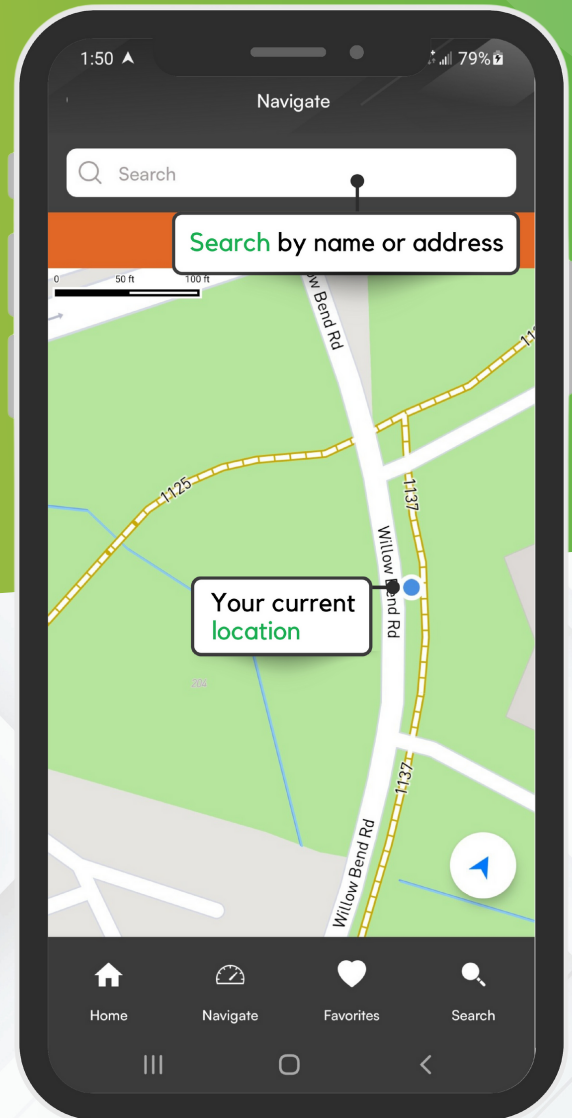
127 Pittsburg St. | Dallas, TX 75207 | info@hermesawards.com

www.hermesawards.com



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KEY FEATURES

- **Navigation Assistance:** Get turn-by-turn directions to your desired destination on the path, so you can explore the city with confidence.
- **Multi-Mode Navigation:** Choose from a golf cart, walking, and bicycle mode to ensure a personalized experience on Peachtree City's paths.
- **Share Your Location:** Stay connected with friends and family while on the paths by sharing your real-time location with them, ensuring safety and convenience.
- **Discover Shopping and Dining:** Find your way to the best shopping and dining spots along the paths with ease to make the most of your Peachtree City experience and quality of life.
- **Upcoming Events:** View a comprehensive list of upcoming events, ensuring you never miss out on the vibrant social scene in the city.
- **And Much More:** This is just the beginning! Our app offers numerous additional features to make living or visiting Peachtree City more enjoyable and convenient.

Navigate PTC: Peachtree City's Path Navigation App

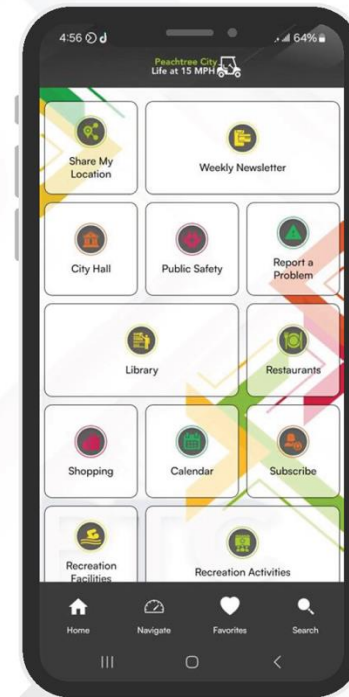
Web Based | Mobile App/Web | 435c.
App for Service | City of Peachtree
City Citizens

Co-Developer: Justin Strickland

Co-Developer: Yasmin Julio

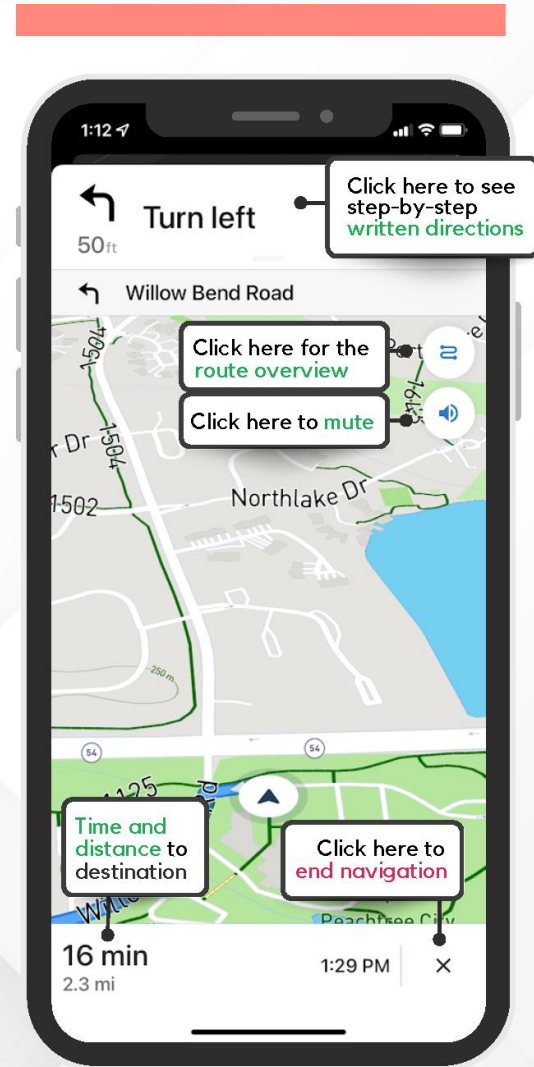
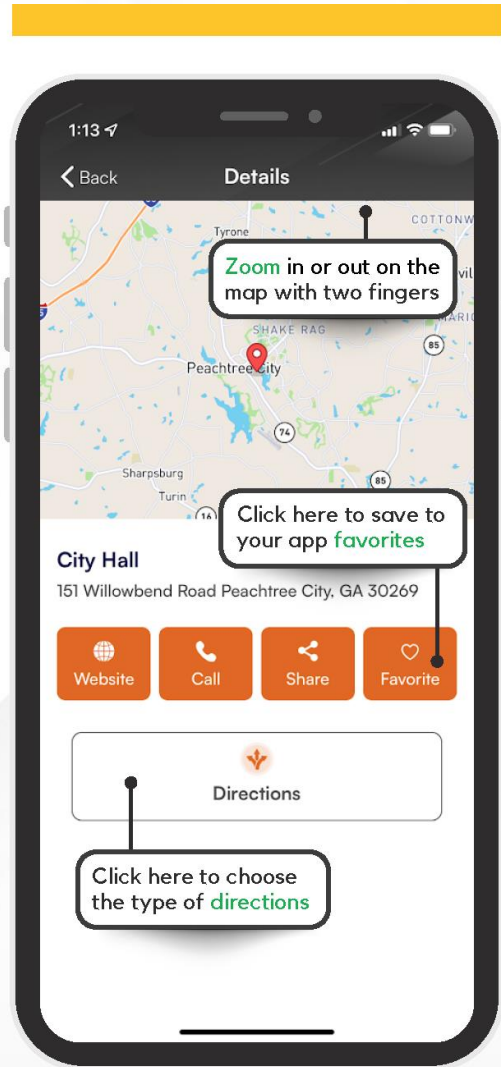
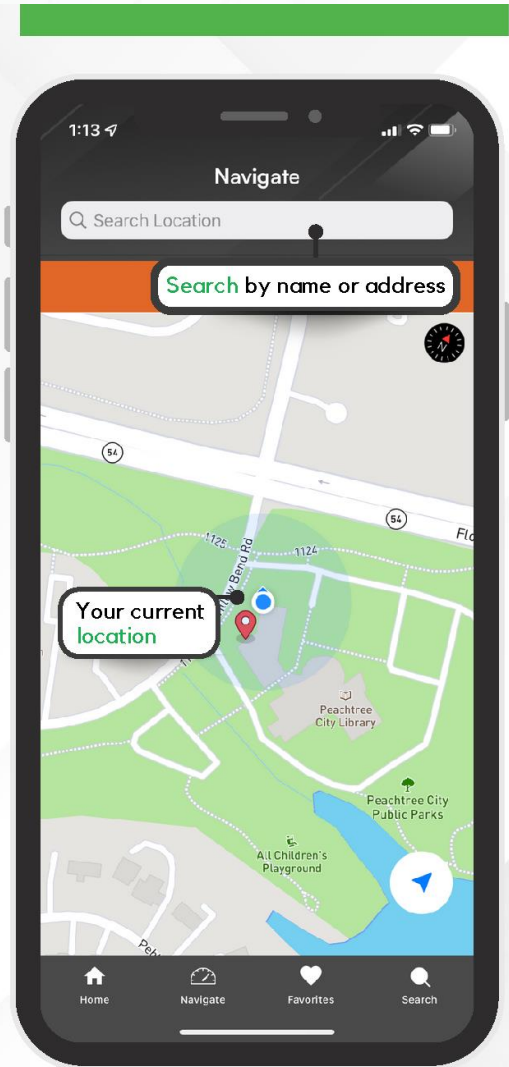
Design: Hannah Thomas

Co-Developer: Eddie Connell (EWC
Design)



NAVIGATE PTC







SPONSORSHIP OPPORTUNITIES

Recreation & Special Events

City of Peachtree City | 151 Willowbend Road | Peachtree City, GA 30269

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Kelly Bush, Financial & Administrative Services Director 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: FY2024 Annual Comprehensive Financial Report

Recommendation:

Presentation

Discussion:

David Irwin, Audit Partner with Mauldin & Jenkins, LLC, will be onsite to review the City's recently completed Annual Comprehensive Financial Report (ACFR) for fiscal year 2024.

This presentation will provide an overview of the audit results and financial highlights, and offer an opportunity to ask questions regarding the City's financial position and reporting practices.

Budget Impact:

na

Attachments:

None

City Council of Peachtree City
Meeting Minutes
Thursday, May 8, 2025
9:30 AM

Call to Order

The Mayor and Council of Peachtree City met for a work session on Thursday, May 8, 2025. Mayor Kim Learnard called the meeting to order at 9:30 a.m. Council members attending: Laura Johnson, Suzanne Brown, and Clinton Holland.

Public Comment

Jim Forestal, referencing problems with condensation and heat, asked Council for an enclosed roller hockey rink that could be used year-round, suggesting it be built between May and August 2026.

Amanda Reiss, whose husband and daughter were involved in hockey, pointed out that the current situation was unhealthy for participants because of the heat at the end of the season in the spring and at the beginning in the fall.

A member of the Peachtree City Hockey Association, Cliff Jackson, also mentioned the danger from condensation and heat and added that the ability to host tournaments would bring money into the city.

Leque Stormy requested that Council ban backyard burning because it caused breathing problems for him and for many other citizens.

Announcements

A. Declaration of Vacancy of City Council Post 4

The Mayor officially declared Council Post 4 vacant upon the resignation of Frank Destadio.

B. National Bike Month Proclamation and Unveiling

Learnard recognized local cycling groups in attendance and thanked Keith Larson for his advocacy for the cycling community. She proclaimed May as National Bicycling Month and Bicycling Safety Month. Council then unveiled four bike racks made in the form of the city's logo and featuring the city colors. Learnard said they would be placed at 30 locations.

Agenda Changes

Brown moved to move New Agenda item 6B before the Work Session discussion items. Johnson seconded. Motion carried unanimously.

Work Session Discussion Items

A. Fayette County Safe Streets for All Presentation

City Engineer Dave Borkowski introduced Richard Fangmann of Pond & Co. for an update about the Safer Streets and Roads for All action plan for Fayette County and its municipalities. The Georgia Department of Transportation (GDOT), the

Federal Highway Administration, and the Atlanta Regional Commission (ARC) were also involved.

First, Borkowski said the goal was to update the action plan, and the Federal grant deadline was June 23, so time was of the essence. One of the projects that would qualify for Federal funding was 2023 Special Purpose Local Option Sales Tax (SPLOST) project 30, the grade separation crossing of SR 54 East at Publix because it was on what the study deemed a high injury network. Also, it was near a school zone. The money was already there through SPLOST, which meant there would be no problem meeting the 20% required match. He said he could bring a resolution to Council to adopt the plan and the 20% match at the June 5 meeting.

Borkowski thanked the County for obtaining the grant to cover this study and noted they would be paying for the cost of the applications, as well.

Fangmann said a lot of work had gone into this from the community. The project started in April, 2024, and consisted of examination of safety data and development of an action plan. In addition to road projects, the plan included an education component. The public input portion of the process allowed citizens to point out areas of concern.

Fangmann said there were about 17,000 crashes in the county over the past five years, and 300 of those involved golf carts. The high injury network was defined by the rate and severity of crashes, and the safety improvements would focus on those. SR 54 obtained the highest ranking in terms of most accidents.

Safety recommendations included intersection and segment improvements, such as pedestrian refuge areas, rumble strips, and improved signalization. Brown asked about a bike lane on Robinson Road, and Fangmann said he would look into that. Learnard added that Dividend Drive also could benefit from a bike lane.

Johnson wondered if the golf cart crash numbers included those that occurred on paths, and Fangmann said they did, but many others were on local streets that approached a path. Fangmann said there were not many projects that could make the paths safer; that lent itself more to education.

Brown said she was glad to see this moving forward, and Learnard affirmed they would adopt the plan as soon as possible so they could get moving on the grants.

B. FY2025 Budget Amendment - Insurance Reimbursement - PD

Assistant Police Chief Matt Myers said this was to get the insurance company's reimbursement for repairs after an accident back into the correct account.

C. FY2025 Budget Amendment - Continued IT Consolidation, Server, and Camera

Finance Director Kelly Bush explained that this was just to reallocate funds from

one department to another to give them a clearer idea of information technology costs. Also, IT contingency funds were being used to replace equipment. Holland asked about disposal of old equipment, and Bush said all safety protocols were followed.

D. FY2025 Budget Amendment - Back to School Bash Sponsorship Donation

Bragassa Orthodontics was donating \$2,000 to the Back to School Bash.

E. Meade Lacrosse Field Irrigation Renovation

Three bids had been received for a new irrigation system at Meade Field, reported Assistant Recreation Director Harold Layton, with the lowest from Aabby at \$44,950. He said this was part of the renovation of two lacrosse fields that were more than 40 years old. The money was available from tourism and product development (TPD) funds.

Holland asked if the contract included a warranty that would guarantee Aabby would fix any problems, noting that citizens had come before them in the past with a problem that involved this company. Layton said they had specified good quality parts in the bids, and he said he could check on the warranty and come back with information at the next meeting.

Brown asked if they had a long-term relationship with any other irrigation company that they might want to stick with, but Layton said they previously done repairs in-house. Aabby had been doing business in the community for many years and had done good work when they had worked with the City, he remarked.

F. Lighting Upgrades at Lacrosse and PAC Baseball Fields

Borkowski stated that this project for lighting at several athletic fields was previously bid on and awarded contingent on the contractor showing they could satisfy all the bidding specifications. However, the contractor was not able to satisfy these, so the bid was rejected. Staff then determined that a change in specifications was necessary. The project was re-bid and they were reviewing those bids now for compliance, and the apparent low bidder was still Georgia Power at \$1.1 million.

Strickland noted this money was originally from the American Rescue Plan Act (ARPA), but had been moved into the capital improvement projects (CIP) account to fulfill Federal requirements.

This was to convert existing lighting to LED lighting, Brown confirmed. Johnson asked who did the lighting at the softball fields, and Strickland said ESG, which was one of the three bidders here. He added that Georgia Power would be working in conjunction with Cooper Lighting on this.

Were the technical issues about the spread of the light? Holland asked. Borkowski said they could not meet the specifications of zero lumens at the property lines, so

they had to relax that. Strickland noted it would still be less light pollution than the current lights.

Holland then asked about lights at men's softball at Meade Field. Strickland said they would if Council wanted it, but staff's focus was to convert what they currently had to LED, but there was no funding for additional projects. Holland said men's softball seemed to be neglected, and Johnson pointed out that both men and women played in these adult leagues.

Learnard related that a faulty pole fell over in 2019, and all the poles were found to be decrepit and were removed. The 72 teams either disbanded or moved to Coweta County, which meant they had no adult softball program now. She said they could spend money on this or on hockey or something else. Holland said he just wanted citizens to know they had not forgotten softball.

G. ~~Drake Field Restrooms Design (withdrawn by City Manager)~~

H. Connected Vehicle Program - No Cost Lease Agreement

The City had partnered with GDOT over the past few years to implement "connected vehicle" technology into most of the signal cabinets that would enable vehicles in the future to "talk" to each other and to the signals, Borkowski explained. A major benefit would allow emergency vehicles to hit a button and have the lights in their paths turn green. This agreement would allow the City to test equipment in a few Police and Fire/EMS vehicles at no cost

I. Multi Use Bridge B18/Cedar Croft Path Fencing Replacement

The fence along the approach to this path bridge over SR 74 was damaged and needed replacing, Borkowski reported. A better system would be to guard rails. They had four bidders show up to their meeting, but only one company submitted a bid. One company said they were unable to submit bond information on time. Borkowski said they would probably re-bid this, and Strickland said that was standard practice when only one bid was received. This would be on the west side of the bridge, Holland verified

J. Construction Bid for City Hall Renovations

This, too, was part of the ARPA funds that were transferred to the CIP. The project included an elevator, roof replacement, HVAC improvements to IT, major electrical system upgrades, and renovations to the upstairs and downstairs lobby areas. Staff received five bids that they were currently reviewing. He said \$2.2 million had been budgeted for this, and Council would vote on awarding the bid at their next meeting.

Borkowski said the bids were coming in right around the budgeted amount. Holland made sure all the Americans with Disabilities Act (ADA) compliance requirements were being met with this project, and Borkowski said they were. Strickland said this

was touching every forward facing area at City Hall, and Borkowski said there might be a few small things.

The goal was to keep City Hall functioning as much as possible, he continued. Court would be moved to temporary facilities for staff and would be held on Fridays only. The timeframe was 12 to 18 months. The lowest bidder had promised a detailed schedule.

K. Huddleston Road Path & Sewer Project

This was another SPLOST project, and the plan was to create a multi-use path from Paschall Road to around SR 54 and also extend sewer lines. The first step was to secure a design consultant, and staff sent out requests for proposal (RFPs). Five were returned, which were being reviewed. Interviews would follow. The plan was to make a recommendation to Council at a June meeting, Borkowski stated.

Holland asked if the water lines would be moved, and Borkowski said that was unknown at this point. Holland asked on what side of the road the path would be, and Strickland said that was part of what the consultant would be deciding. What about stormwater? Holland asked, and Borkowski said the firm they hired would be required to have experience with handling runoff,

L. 214 Southwick Stormdrain Replacement

Borkowski reminded Council of the collapsed pipe that had resulted in a sinkhole on this property. They had a design on replacing the pipe system and received nine bids that they were evaluating with the intent of bringing a recommendation to Council in June. The \$124,000 left in stormwater and pipelining funds should cover this job.

M. 2025 Street Paving Bid Award

Public Works Director Jonathan Miller explained he would bring this annual plan to the next Council meeting. He said paving the Peachtree City Athletic Complex (PAC) parking lot was included, so that why the number of miles of paving was less than in some years.

N. Transportation Advisory Group 2025 Multi-Use Path Master Plan

The Transportation Advisory Group (TAG) had diligently worked since December on an updated path master plan map. They would have a brief presentation at the next Council meeting, Miller stated, then Council would be asked to vote. Strickland noted that Council had received the map in their meeting packet.

O. Burn Permit Ordinance and Process Review

Fire Marshal Jeff Felmet presented information on this at the last Council work session and was returning with answers to some questions. He reminded Council that the current burn ordinance allowed outdoor burning of yard debris between October and April, which was when the State allowed it, with a permit issued each day of burning. There were limits on the size of the fire, and permits were not

required for cooking or entertainment fires.

Council had asked what other jurisdictions did, and Felmet said the restrictions ran the gamut, with the City of Griffin banning burning entirely, while Newnan allowed burning with a permit if it was at least 200 feet from all structures. Fairburn's restrictions were basically the same as Peachtree City's. Fayetteville did not require a permit. Most counties allowed burning, either with or without a permit.

Brown had asked for the number of permits issued over the past 12 months, and Felmet said it was 1,423, far fewer than in the 12 months before that. They were issued at 542 addresses, with 57% of those going to the same 135 addresses.

Felmet provided two ordinances for Council to consider. Version 1 was a total ban on the burning of yard debris. Version 2 banned the burning of yard debris with exceptions to lots of a size to be determined by Council.

Felmet said he was not overly concerned about the danger to nearby buildings; most complaints were about smoke. Keeping a fire 200 feet from the property lines would require a lot of 3.57 acres or more. There were only 101 lots of that size or larger in the city. However, he added, having a large lot did not mean that smoke was confined to that lot. Only two lots among the top 10 permit acquisitions were more than an acre. Felmet also showed that burning was common throughout the city, but most was concentrated in the Crosstown/Robinson Road area.

Learnard thanked Felmet for his extra effort and said her opinion was unchanged that outdoor burning should be banned in order to provide relief to the people who were affected by the smoke.

Holland said he agreed. Brown said she was on the fence because they needed to provide an option to burning. If it was banned, the mulch pit needed to remain open so residents could bring debris there. Johnson agreed that they needed to provide another way to deal with yard debris and said she could support a ban if there was an option.

They agreed this should be on the next meeting's agenda. Brown said she wanted a guarantee that the mulch pit would remain open, and Learnard said that was an important conversation, but maybe not needed immediately.

Brown asked if they could make this a public hearing item at the next meeting?

City Clerk Yasmin Julio said the Mayor could open the discussion to the public, and citizens could also bring it up during the Public Comments section of the meeting.

Old Agenda Items

A. 112124-CA-C Capital Improvement Vehicle Purchases

Fire Chief Clint Murphy explained that Council authorized a list of vehicles to be purchased during the fiscal year on November 21, 2024, with the caveat that purchases would come back to Council if they were over budget. This vehicle was budgeted at \$53,000, but engine issues limited purchase options to “on the lot” vehicles, which brought the price up to \$54,462.47, about \$1,463 over budget. That cost included the addition of the required emergency lighting. However, he pointed out, the Fire Department was under budget \$3,814 in their financed purchase of the Lifepak 35 Cardiac Monitor, so no budget reallocation or amendment was required.

Holland moved to approve Capital Improvement vehicle purchases in the amount of \$44,985. Brown seconded. Motion carried unanimously

New Agenda Items

A. FY2025 Budget Amendment - United Pools Glenloch Splash Pad

Layton first stated that he had been in touch with Aabby, and there was a one-year warranty on the installation of the irrigation system at Meade. The materials would be covered by the manufacturer.

This was a budget amendment to cover increased charges by United Pools due to changes in the schedule at the Glenloch splash pad, which would open as a free splash pad on May 14. The current contract provided for one maintenance visit per day by United Pools from May 24 to September 1. The proposed amendment would allow for two maintenance visits per day from May 1 through 23 and two maintenance visits per day from September 2 through 30, plus one additional maintenance visit per day (for a total of two) from May 24 through September 1.

This was the first year the splash pad would be open past Labor Day, he noted. The expanded maintenance schedule should prevent expensive emergency calls. The splash pad would be open from 9 a.m. to 7 p.m. and closed on Monday for maintenance except on Memorial Day and Labor Day.

With the approval of this amendment, the splash pad would be open for free the next day, and the Mayor noted the grand opening would be May 24 with free popsicles for all. The splash pad would now be open for almost two additional months, Holland remarked.

Brown moved to approve the FY 2025 budget amendment as presented. Holland seconded. Motion carried unanimously.

B. Filling Vacancy on Council

City Manager Justin Strickland explained that since it was less than a year until the end of Destadio's elected term, Council had the option of either appointing a new member by following a procedure outlined in the City Code or letting the seat

remain vacant until it could be voted on in the November election.

Brown said she could not support the appointment process because it utilized ranked choice voting, which she believed could easily result in the appointment of someone who was not the best person. She said the ordinance needed to be changed, but that, like the Council civility issue, should wait until there were five members.

Johnson, after expressing her appreciation for Destadio, agreed that the appointment process was not the best way to move forward. She said she had faith that the remaining members could work together during this period and get things done.

Holland also did not want to go through the appointment process, saying the citizens should decide. He, too, said the ordinance should be revised, as should another ordinance that said the majority of Council must agree to put something on a meeting agenda.

Learnard said she also did not believe they needed to fill the seat at this time. City Attorney Ted Meeker then advised that Council did not need to take any action if that was their decision.

Holland paid tribute to Destadio, noting his retirement from the U.S. Air Force as a colonel, followed by two decades of service to the community as a member of the County Water Authority, the Peachtree City Planning Commission, first as a member, then as chairman for 11 years, followed by more than three years as a Councilman. He said Destadio set an example for all of them of honesty and diligence in service.

Brown added that Destadio was a good friend and said she had written a note to him about how proud she was of him and that she was glad he realized it was time to step back and enjoy his family and what he had.

Learnard noted that they wished Destadio well in his continued recovery and said cards could be sent to him at City Hall.

Council/Staff Topics

1. 4th of July Parade Grand Marshal

Registration for the July 4 parade had started the previous day, and the Georgia Mass Band would be performing this year, Layton announced. Two informational sessions for parade participants had already been held, and another was scheduled for May 20. Johnson asked Layton to explain about these sessions, and he said there was a 30-minute PowerPoint presentation, then staff would answer questions. Staff could email the presentation if needed, and there would be posts on social media about what would be allowed.

Holland asked if the parade lineup spots would be guaranteed or first-come, first-serve on the morning of the parade? Layton said it would be first-come, first-serve again this year because it was much easier on staff and participants due to road closures. This year, the registration deadline had been extended, and there was no limit on the number of participants, Layton stated.

Holland also wanted a float for City Council members to ride on, and Julio said they were investigating a float if Council desired it. Learnard asked if candy would be thrown, and Layton said yes. Holland then proposed that Frank and Sandi Destadio be the grand marshals for the parade. Learnard said that was something they needed to talk about with the Destadios

.2. Boundary and Impact Fee Study

Strickland mentioned that just one proposal was returned for the RFP for the boundary and impact fee study. The company that bid on it was a reputable company. He did not know the bid amount because they had not opened it. Strickland said he was bringing it up to Council because he did not want to waste staff time reviewing this if they wanted to solicit more proposals. Also, if they did send it back out, it would push the timeline back on getting the project started.

Learnard asked if the company submitted the proposal believing it was a competitive bidding process. Strickland replied that was true, and Learnard then said she had no problem going with it.

Johnson's hesitation was because Strickland had said earlier that in the case of getting only one bid, they usually re-bid a project. Was this a company the City had done business with before? Strickland said he was not aware of it, but they had done studies for several other cities in Georgia.

Holland asked Strickland if he was comfortable with this organization, and he said he was. Holland asked if Strickland thought the cost seemed fair. Strickland explained that during the RFP process, the bid was opened only after the proposal had been studied and scored. Holland suggested they contact the other companies and put this on the agenda for the next Council meeting.

Brown said she always liked to have more than one bid, but there were instances where they did not get them. Johnson asked what their budget was, and Strickland said it was \$120,000, which included the boundary study and evaluation of the formula used for distribution of impact fees. He said he could have information on the amount of the bid by next Thursday, and Council agreed with that. Learnard said there was no need to call other companies, and Strickland said he would call other cities this company had worked for.

3. Public Art

Holland said it was time for Council to institute a public art advisory group to advise Council on public art installations that could be placed around the city. He envisioned a

large regional arts festival at Drake Field. He offered to work on organizing this group himself and said he knew several people in the community who would like to be involved.

Brown stated she could support this, but they needed to understand what the impact would be on staff. Learnard agreed. Johnson said the use of staff time was her concern. Maybe this could fall under the Recreation Advisory Group's purview? They needed to know more about how other cities operated their art programs.

Learnard noted that art was subjective and could be controversial. She suggested they could reach out to their colleagues in other cities and see how they did it. Holland pointed to Woodstock as an example, saying they had a pamphlet about their arts program.

Did they want Council to do some research and come back in a work session in a few months? Strickland asked. Johnson proposed they wait until after the budget was approved, but Brown said they could gather information in the meantime. Learnard agreed.

4. Combining of Election Precincts

Brown said the Board of Elections had delayed its decision on combining and closing voting precincts until their next meeting.

Executive Session

Adjourn

There being no further business, Holland moved to adjourn at 11:57 a.m. Brown seconded. Motion carried unanimously.

Martha Barksdale, Recording Secretary

Kim Learnard, Mayor

City Council of Peachtree City
Meeting Minutes
Thursday, May 15, 2025
6:30 PM

Call to Order

The Mayor and City Council of Peachtree City met in regular session on Thursday, May 15, 2025. Mayor Kim Learnard called the meeting to order at 6:30 p.m. Others attending: Suzanne Brown, Clinton Holland, and Laura Johnson.

Pledge of Allegiance and Moment of Silence

Presentation

A. UDO Status Update Presentation

Kenneth Hamner, chairman of the Unified Development Ordinance (UDO) Steering Committee, accompanied by Planning Commission Chairman Scott Ritenour, presented a synopsis of the committee's work during its first six months. Hamner shared the Committee's mission and goals statement and said they had established a website and were sharing information via Microsoft Teams.

The committee intended to have a draft of the UDO by November 2025, with the final draft set for completion in December 2026. In between there would be countless revisions, with at least two information and input sessions for the public. Hamner emphasized the magnitude of the process, noting that the outline of the first draft, which they had just completed, was 104 pages long. They were looking to use technology to spot many of the inconsistencies and duplications they were trying to correct, but they would also need help from a professional, Hamner remarked.

Brown said she hoped the needed changes in the ordinance would be brought to Council as they came up, rather than slamming them with a lot of revisions at the end. Hamner said they would be keeping Council apprised of their work so that would not happen.

Johnson recalled the previous failed UDO attempt and asked if there was funding left over from that? Strickland said the money allocated for that went into the Capital Improvement Plan contingencies and could be extracted out. The original budget was for the whole process, so this cost should be much less if they only used the consultant for reviews.

This seemed to be a very aggressive timeline, Holland observed, and Hamner agreed, but assured him it was doable, although it could be adjusted if needed.

Announcements, Awards, Special Recognition

None

Public Comment

Brown moved to allow each speaker the full three minutes to speak. Holland seconded.

Motion carried unanimously.

Bev Ottone, a Newnan resident who had been involved in Peachtree City's roller hockey program for 14 years, noted that it was the largest roller hockey program for children and adults in Georgia. She asked Council to consider enclosing the rink so it could be air conditioned to allow for year-round play. She said they were losing players to other facilities because of this.

Jeremy Richardson talked about the unsafe conditions at the open air hockey rink, saying the floors were dangerous and slippery.

Lauren Reiss, a goalie, mentioned the dangers of dehydration and the impact of the heat at the beginning and start of the season. She also pointed out that the teams could attract more spectators in a climate-controlled environment.

Trina Bryant-Bynoe, owner of the Peachtree Bottle Shop, asked Council to consider lifting the prohibition on tastings at package stores. All surrounding counties allowed it, she reported, and the State had changed the law to allow these tastings.

Keith Larson noted that May was National Bike Month and thanked the City for acquiring new bike racks. He said an exhibition on 25 years of Biking for Life was on display at the library and the Ride of Silence would be next weekend.

Larson also asked Council to ban open air burning of debris because of the impact on air quality.

Landree Stoney, through her mom, also asked Council to ban burning because it sometimes impacted her playtime outdoors.

Halo Williams was another young person who wanted outdoor burning banned.

Sometimes the smoke was so pervasive, London Stoney recalled, that he had to stop playing in the park and go home.

Sandy Vongdashy remembered a day when she brought her kids to All Children's Playground, but they had to leave because of smoke from a nearby fire. She said she had planned to spend the day in Peachtree City, shopping and getting lunch, but that was canceled because of the burning.

Lecque Stoney told Council that sometimes he and his friends could not play outside because of the smoke from an outdoor burn. Sometimes smoke even got into their house, he reported.

Celeste Stoney urged Council to ban outdoor burning because it negatively impacted their health and their right to enjoy their home. Toxic pollutants harmed everyone, but especially the very young, old, and those with respiratory illnesses. Stoney noted that

some Council members were concerned that a ban would result in piles of debris in yards, but she pointed out that burning was already banned for six months out of the year with no consequences.

Outdoor burning sometimes cut their playtime short at All Children's Playground, said Mayson Williams, who called on Council to put a halt to it.

Ray Stoney related an unhappy experience with his neighbor, who often had large fires burning in his yard for several consecutive days. Stoney noted that the average home price in Peachtree City was about \$500,000, and he believed people who could afford to live here could afford to rent a truck and take their debris to be properly disposed of.

Agenda Changes

Holland moved to remove item D from the New Agenda section. Brown seconded. Motion carried unanimously.

Minutes

A. April 17, 2025 City Council Meeting Minutes

Brown said a paragraph on the final page should be changed to read: "Brown then added there was also a Public Service Commissioner election this year in addition to the municipal election, so all precincts would be voting. We need to be able to know which precinct to tell our voters to go to, either their municipal precinct or their General Election precinct. For over 2,480 of our citizens, their municipal precinct is not the same as their General Election precinct."

Brown moved to approve the April 17, 2025, meeting minutes with that change incorporated. Johnson seconded. Motion carried unanimously.

B. April 17, 2025 Executive Session Minutes

Brown moved to approve the April 17, 2025, Executive Session minutes. Johnson seconded. Motion carried unanimously.

Consent Agenda

Holland moved to approve Consent Agenda items A-F. Brown seconded. Motion carried unanimously.

A. FY2025 Budget Amendment - Insurance Reimbursement - PD (Approved 4,0)

B. FY2025 Budget Amendment - Continued IT Consolidation, Server, and Camera (Approved 4,0)

C. FY2025 Budget Amendment - Back to School Bash Sponsorship Donation (Approved 4,0)

D. Meade Lacrosse Field Irrigation Renovation

(Approved 4,0)

E. Connected Vehicle Program - No Cost Lease Agreement
(Approved 4,0)

F. 214 Southwick Stormdrain Replacement
(Approved 4,0)

Old Agenda Items

None

New Agenda Items

A. 05-25-01 2025 Street Paving Bid Award

Public Works Director Jonathan Miller said they received six bids for the 2025 paving, ranging from a little over \$4 million to \$6.3 million. Staff recommended awarding the contract to the low bidder, Atlanta Paving and Concrete, for \$4,099,999.

Johnson moved to award the 2025 Street Paving Project to Atlanta Paving and Concrete in the amount of \$4,099,999. Brown seconded. Motion carried unanimously.

B. 05-25-02 Transportation Advisory Group 2025 Multi-Use Path Master Plan

Since December, Miller remarked, the Transportation Advisory Group (TAG) had worked diligently on the annual review of the Multi-Use Path Master Plan. TAG members were present to explain their process.

TAG Chairman Paul Schultz introduced the TAG members who were present: Vice Chair Keith Larson, Blake Hayes, and Amanda Toronto. Larson said they wanted the update to be ready for the County's annual master plan update, which would start in June. He noted that Peachtree City staff had not reviewed the master path plan since 2022. Larson went over the process TAG used, which included creating a vision, while Schultz explained the importance they gave to increasing safety and connectivity through path, bridge, and tunnel projects. Hayes ended the presentation with a comment this was TAG's recommendation on where the best value for paths would be. Of course, the plan was not set in stone; they would be looking at it every year. It was a long-range plan, he emphasized.

Learnard thanked the TAG members for their hard work.

Miller said he needed a motion to adopt the Multi-Use Path Master Plan Map for 2025, but Holland had an issue with the word "adopt," which he said meant to him that they would be obligated to do everything in the plan. He wanted to substitute "accept."

City Attorney Ted Meeker acknowledged there was a difference between the two

words but explained that adopting a plan was step one. Funding and prioritizing projects in that plan was done through the budgeting process.

Holland asserted that it still meant the projects would be done, but Learnard said it did not. Meeker likened it to the Future Land Use Map in the Comprehensive Plan. Adopting that map did not mean they immediately rezoned every property to conform with what they envisioned. They had adopted a Path Master Plan three years ago, Meeker noted, and asked Miller what percentage of projects had been completed. He replied that it was about 10%. Meeker noted that it was just a plan, and the reality could be much different.

Holland said using the word “accept” would mean that Council could adjudicate funding and prioritization at the appropriate time. Brown said she agreed with Holland, but Learnard remarked that adopting meant they agreed with the plan. Meeker again said if they voted to adopt the plan there would still be additional action Council would have to take. Learnard asked if adopting the plan meant they would be committed in any way, and Meeker said it did not.

Brown’s opinion was that citizens would be confused by the word “adopt” and think it meant all the projects in the plan were guaranteed to be started imminently. She said they were having the same issue with the Recreation Master Plan. Learnard agreed that was a valid point.

Meeker said his role was not to talk about the perception of citizens, but adopting this plan did not mean it would be funded.

Strickland noted that even the paths that were completed from the 2022 plan underwent changes from what was described on the map. Miller said the plan just showed a connection from Point A to Point B; paths could end up on the opposite side of the road, due to costs or other factors.

Holland told Miller this was an excellent plan, but he did not want to risk citizen misunderstandings. He said he wanted to make it clear that just because Council adopted it did not mean those projects would get done. Learnard said that was fair.

Holland moved to adopt New Agenda item 05-25-02, 2025 Multi-Use Path Master Plan. Johnson seconded. Motion carried unanimously.

C. 05-25-03 Burn Permit Ordinance Change

As Council had requested at their last work session, Fire Marshal Jeff Felmet presented a draft ordinance that called for a complete ban on burning yard debris within the city limits.

Brown said she was confused by paragraph e., Implementation, under Section 1. It said, “The fire chief is authorized to publish rules, regulations and procedures to

implement the above requirements for controlled burning.” and she asked what type of procedures could be required.

Felmet told her the rules and regulations were that there would be no burning. No one would be able to burn yard debris if they adopted this ordinance.

Brown asked what would happen to violators, and Felmet said people who were sworn to uphold the law could issue them a citation, and the fine could be up to \$1,000.

To further explain the language in paragraph e., Meeker noted that the Fire Department might have a standard operating procedure (SOP) for issuing burn permits. If burning were banned, the Fire Department might want to develop an SOP for dealing with the ban and with violators. Felmet said they would follow the same procedures they used now during the summer burn ban or when people burned without a permit.

Holland said he was in favor of this, but wondered if they could commit to keeping the mulch yard open so people would have a place to take their debris? Learnard said they would keep it open even if it had to be relocated.

Johnson moved to approve New Agenda item 05-25-03 Burn Permit Ordinance Change as submitted. Brown seconded. Motion carried unanimously.

D. ~~05-25-04 Lighting Upgrades at Lacrosse and PAC Baseball Fields~~

E. 05-25-05 Construction Bid for City Hall Renovations

City Engineer Dave Borkowski recommended Council award the contract for renovations to City Hall to Diversified Construction of Georgia in the amount of \$2,240,510. He said this was originally an American Rescue Plan Act (ARPA) project, and they transferred those funds to CIP. The improvements at City Hall would include an elevator, roof replacement, HVAC improvements to IT, major electrical system upgrades, and renovations to the upstairs and downstairs lobby areas.

They received four bids ranging from \$2.4 million to \$2.2 million. They reviewed them all, plus documentation and references. If approved by Council, the next step would be for staff and the contractor to work out a schedule so the work could be conducted with minimal disruption.

Brown wanted citizens to know where the money was coming from, and Strickland reiterated that it was from ARPA, which was a federal grant in 2021 or 2022. Peachtree City got \$13.5 million. All of the City Hall projects were separate to begin with, but they rolled them together into one with a budget of \$2.27 million, very close to the bids they received. Brown noted this was not regular municipal tax

funds that were being used.

Holland asked Borkowski if the low bidder had done work for the City previously, and he said they had not. However, staff had investigated them thoroughly and interviewed them onsite. They got glowing references, he remarked.

Holland also questioned whether staff had asked the contractor if they had the proper resources in place to do the job correctly. They did not ask that, but the main subcontractors were subcontractors Peachtree City had used frequently, Borkowski replied, cautioning that he expected the issues with this project to arise in ordering and receiving materials promptly.

Finally, Holland noted that Southtree Commercial, a local firm, had submitted a bid only \$50,000 more than the lowest bidder. He said the city had used them before with good results. Did they take into consideration that one of the bidders was in the city?

That was not part of the bid evaluation process, Borkowski replied. Strickland noted that some cities did have a policy that said if a local vendor was within 5% of the lowest bid, then they could potentially be awarded the bid. Peachtree City did not have that policy. They went with the lowest responsible bid, and Learnard said that was to protect the taxpayers.

Johnson moved to approve New Agenda item 05-25-05, construction bid for City Hall renovations and award the contract to Diversified Construction of Georgia in the amount of \$2,240,510. Brown seconded. Motion carried unanimously.

Public Hearings

none

Council/Staff Topics

House Bill 703

Learnard reported that State Rep. Josh Bonner had notified her that Gov. Brian Kemp had signed House Bill 703. That meant there would be a referendum in November so voters could decide on a property tax break for lower income seniors in Peachtree City. She said Bonner had requested to give Council a brief report on the session. Brown said June 19 would be a good date, but Johnson said she was going to ask that the June 19 meeting be moved to the morning because they would be traveling to the Georgia Municipal Association convention that day. Learnard said she would work out a date with Bonner.

Splash Pad

The fencing and the gate had been re-worked, and the Glenloch Splash Pad was open for free, Learnard stated, with Strickland adding that benches would be arriving the next day.

June 19th City Council Meeting

Johnson then asked about moving the June 19 meeting to the morning, and Council agreed it would be a good idea. There were no advertised public hearings on the June 19 agenda. The time change would be on the Consent Agenda at the June 5 work session.

Spring Clean Up

Brown noted that the City's spring cleanup would be Friday and Saturday for residents to bring in many types of unwanted household items.

E-Bikes over 19 mph

Holland said e-bikes had become a nuisance on the paths because of their high speeds. There were three categories of e-bikes, and the first two could go up to 19 mph, as a cart did, but the third type could hit speeds of up to 45 mph. He suggested the City Manager ask TAG to look at that and see what they could do.

Learnard asked what specifically he wanted. Holland said they needed to decide if the third category should be limited to the streets and banned on the paths. Learnard said she needed to know more before she tasked anyone with this. She wanted a chance to do her homework. Johnson agreed, saying she needed time to find out more.

Strickland said he believed they had an ordinance that banned certain types of e-bikes, and Meeker said it limited all vehicles on the paths to not more than 20 mph. Anyone with a bike that would go faster was in violation. Holland then conceded that his point was moot.

Learnard said advising people of this would be a good topic for a public information campaign.

Executive Session

Brown moved to adjourn to executive session at 8:01 p.m. to discuss pending or threatened litigation and real estate. Holland seconded. Motion carried unanimously.

Holland moved to reconvene in regular session at 8:56 p.m. Brown seconded. Motion carried unanimously.

Brown made the motion to deny the claim from Tinsley Mill. Johnson seconded. Motion carried unanimously.

Adjourn

There being no further business, Holland moved to adjourn the meeting. Brown seconded. Motion carried unanimously.

The meeting adjourned at 8:56 p.m.

Martha Barksdale, Recording Secretary

Kim Learnard, Mayor

City Council of Peachtree City
Meeting Minutes
Thursday, June 5, 2025
9:30 AM

Call to Order

The Mayor and Council of Peachtree City met in work session on Thursday, June 5, 2025. Mayor Kim Learnard called the meeting to order at 9:30 a.m. Council members attending: Laura Johnson, Suzanne Brown, and Clinton Holland.

Pledge of Allegiance and Moment of Silence

Presentation

A. Legislative Session Updates

District 72 State Rep. Josh Bonner updated Council on the 2025 General Assembly session. He summarized the budget process, saying education and school safety were paramount this year. Bills were passed that reduced the State income tax rate, banned cell phones for students in kindergarten through eighth grade, and guaranteed the right to in-vitro fertilization. Bonner remarked that he had been pleased to help Peachtree City raise the homestead property tax exemption for its seniors through the passage of House Bill 703.

Brown asked about Georgia's shortage of special education teachers, and Bonner acknowledged that was a concern. She also inquired about legislation that would require voters to declare a party upon registering and limit them to that party in primary voting. Bonner said that did not come up this year, although bills regarding election security did.

B. Presentation of Peachtree City's 2025 Summer Interns

Human Resources Director Dr. Teaa Allston-Bing presented this year's cohort of summer interns, reporting that more than 600 applicants vied for the eight spots. The interns introduced themselves, telling what department they were working in and where they attended school. They were: Lauren Baxley, Public Works, University of Alabama; Emma Bednarowski, Recreation & Special Events, Georgia Institute of Technology; Sophie Castellon, Tourism, University of Georgia; Alexis Hollett, Public Communications, Georgia Institute of Technology; Mahika Kumar, Engineering Services, McIntosh High School; Kaitlyn Marmolejos, Library Services, Clayton State University; Mia Morrow, Human Resources, Georgia College & State University; Mackenzie Sarna, Fire and Rescue, University of West Georgia.

Public Comment

John Riley said he was frustrated that after years of discussion about new pickleball courts, the City might be backtracking on its commitment. The Recreation Advisory Group (RAG) had endorsed a site for 18 new courts, but, he went on, two Councilmembers were supporting another site that could accommodate only 12 courts with no growth potential. He said Peachtree City pickleball players deserved facilities equivalent to what other nearby communities offered.

Sue Reed also told Council that 12 courts were not sufficient for such a popular sport, and Cary Cook agreed that they needed at least 18 courts on Rockaway Road, as the RAG recommended.

Keith Larson of the Southside Cycling Club said there would be a cleanup the following Saturday at Gin Creek in honor of National Trail Day.

Agenda Changes

None

Work Session Discussion Items

A. FY2026 Non-Profit Funding - Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place

Each year, Council was allowed to grant funding of \$25,000 to groups that offered services the City did not, City Clerk Yasmin Julio explained. An application had been received from the Fayette County Council on Domestic Violence, also known as Promise Place, for \$10,000 for fiscal year 2026. Council would be asked to approve this at their next regular meeting.

B. FY2026 Non-Profit Funding - Fayette Senior Services, Inc.

Julio said Fayette Senior Services had submitted an application for \$15,000 that would also be on the June 19 meeting agenda.

C. Mayor and Council Compensation Discussion

State law required staff to conduct a review and comparison of Mayor and Council salaries with other Georgia municipalities of similar size every four years, Julio reported. The last time the salaries were reviewed was in 2019, and there were also procedures for the process of increasing the salaries. Allston-Bing said she and the City Manager had reviewed data regarding salaries in their target market, and Council had that information.

Learnard noted this came up in the February retreat and thanked staff for following up on it but said she would not be taking a pay raise if she were re-elected. Brown said she felt their compensation should be left where it was. Johnson and Holland agreed.

D. FEMA SAFER Grant - Cost Share Support

Fire Chief Clint Murphy explained this was the Federal Emergency Management Agency's (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant that they applied for every year. There was no matching amount required last year, he said, but that had been changed to require recipients to contribute 25% of the actual costs incurred during the first and second years of the grant, then 65% of the actual costs incurred during the third year. Murphy said he would have the dollar amounts for Council at the next meeting when he would ask Council for their support.

E. Replacement Vehicle for Stormwater Department

City Engineer Dave Borkowski said Council would be asked at the next meeting to approve replacement of a 2006 Ford Ranger used by the Stormwater Department with a 2025 Ford Explorer. The budgeted amount was \$47,000, and the actual cost would be about \$45,000. Borkowski said the total cost and the vendor would be presented at the next meeting. The 2006 vehicle would be surplus.

F. Station 85 Engineering Services

Murphy introduced Tim Symonds of Morgan Mill Consulting, who was the project manager for Station 85. Firstly, Symonds said, they needed to appoint a civil engineer, then an architect. They were soliciting proposals from architectural firms now. He then said they were looking to use a construction manager at risk for the actual construction, which would enable the contractor to be involved in the whole design process, allowing them to come up with a guaranteed maximum price shortly after design was complete and also to get quickly into the construction phase.

The Engineering Department, Symonds stated, had gotten three quotes from local firms. The low bidder, Integrated Science & Engineering (ISE), had left some things out of their initial proposal, but still were the low bidder when they resubmitted. The recommendation was that Council appoint ISE as the civil engineer for this project.

Brown noted that she was glad to hear Symonds say this process would reduce the risk for cost overruns. Learnard mentioned that Symonds had the lead role in the County's recent conversion of an elementary school into a department of public health and asked if they used this same organizational system. He said they did and were able to come in under cost estimates.

Holland asked about the civil engineer's role, and Symonds said it would be to take care of the first phases, including earthwork and utilities.

G. Annexation Study Status/Update

On April 7, Planning and Development Director Shayla Reed stated, the City issued a request for proposals (RFP) for an annexation study and development impact fee schedule update. Just one proposal was received by the May 6 deadline, and the evaluation panel gave it a score of 4.5 out of 5. Staff then decided to remove the impact fee component, which brought the cost down to within the budgeted amount. This firm pledged to meet one on one with each Council member to discuss what they wanted from this project.

Reed said if it was Council's wish, they could work out a contract and bring this back in July. Strickland noted that Council had asked them at their last meeting to review the proposal. Staff needed direction, he said, and had no problem putting it back out if Council desired.

Johnson thanked them for their review, recalling that Council members had said previously if the cost was below the budgeted amount they would be comfortable with awarding the contract.

Brown, however, stated she could not support an annexation study at this time.

Holland noted he had been pushing for a study for three years, but he thought they needed more quotes, especially from Georgia firms. He wanted at least two more quotes to help them determine what the cost should be.

Learnard asked Strickland if there was anything they could have done differently to get more quotes? He said he thought combining the annexation study and the impact fee review might have put off a few companies.

Reed remarked that they sent the RFP to eight Georgia companies that had done work like this, but they chose not to move forward. Learnard asked if she knew why, and Reed responded that sometimes a project did not align with their schedules or they might not have staffing. One firm did question doing both the annexation and impact fee study at the same time.

Learnard told Holland that since this had been a priority of his, she would support him if he wanted to proceed. She said staff did its diligence in soliciting proposals and did not feel it was reasonable to put more staff time into this, especially since eight in-state firms had been contacted. Learnard stated that this annexation study, priced at \$99,590, would be beneficial as they planned for the future.

They knew the areas they wanted to annex, Holland stated, but needed to understand the economic implications of taking on those properties. He thought they should table the annexation study until August or September, suggesting they find out why they got only one bid.

Learnard said she could support moving ahead now but could not support putting more staff time into the same thing in three or four months. Holland countered that they wanted this study but needed more quotes. Learnard again said she could not support using more staff time on this.

Johnson asked when the last annexation study was done and if there was a recommended timeline for cities to do them. Strickland said the most recent was in 2014, and Reed said when they were done depended on the city's needs and plans. The reason for conducting a study, she explained, was so that when annexation requests came to Council, they had the information they needed to make a sound decision.

Johnson told Holland she objected to his statement that they knew the areas they wanted to annex. They were not always in agreement, she stated, and it was

important to have a plan that they could refer to when making these decisions. A study was needed after 10 years, she continued.

They needed an annexation policy, not a plan, Brown remarked. She wanted to let Council identify among themselves the areas they wanted to annex, not put a plan in front of the public. Johnson asked her what that would sound like, and Brown said it would be a policy that they worked out among themselves, adding they all agreed that any growth should be industrial growth.

Johnson pointed out that Councils changed, and that is why plans were helpful. Brown said Councils would change in any case.

The Mayor asked Holland what he wanted, and he said he had already stated his position. Learnard remarked that there was no majority opinion, so they would not direct staff to proceed on this any further.

H. Motorized Cart Decal Placement

Public Works Director Jonathan Miller introduced Keith Larson, vice chair of the Transportation Advisory Group (TAG) for a presentation on the group's work regarding placement of decals on motorized carts. TAG recommended that the ordinance be changed to require decals on both the front and back of the carts, rather than on the sides as was the current requirement. He said this could start with the next registration cycle. This was brought about by many citizen complaints regarding dangerous driving and the inability to identify fleeing carts if the decals were on the sides.

Decals could be affixed to the windshield in front, but some older carts did not have a spot for a decal in the rear. Larson said local golf cart dealers had told him they would be willing to help customers mount a blank plate for the decals. He noted that the City would have to conduct an extensive public education program to help cart owners with the change and suggested a safety day at Drake Field.

Holland said it seemed the ordinance needed to be updated, and Larson showed the section dealing with motorized carts, highlighting the parts that would need changing. City Manager Justin Strickland pointed out they were coming up on the new replacement cycle. Financial Services Director Kelly Bush noted there were financial implications to the change, and Assistant Financial Services Director Dustin Farron reported they would send out registration notices in October. Larson said the new decals were required by January 1. Farron said it took six to eight weeks to get the supplies after they were ordered, so they started in the fall.

Learnard asked Council if they were in favor of moving forward on a plan, in whatever form it might take, and they all said they were. The Mayor noted that staff and TAG would need to make recommendations on the timing, saying this was a big change.

Learnard asked what owners should do about the decals already on the sides? and Farron said they would either have to match the numbers or get them removed or covered.

Brown suggested a City logo decal that could cover the existing ones. She went on to express her support for the change, remarking that they all received numerous reports from citizens about incidents on the cart paths where the carts could not be identified from the rear. She suggested starting the identification with a letter, then a number, and remarked that some citizens with low registration numbers would not be happy about losing them.

Was there consideration of placement for carts without windshields? Johnson asked, but Larson replied that all carts were supposed to have windshields. Farron added that there were a lot of new types of carts that were not typical, and the language in the ordinance needed to be reviewed to determine what they wanted on the paths.

Learnard said this was an important conversation at the right time, and Strickland and Miller said they had the information they needed regarding the decals.

Johnson asked if there was a consideration if a damaged decal had to be replaced, and Farron said there was \$15 or \$20 fee.

Holland said he liked the idea of a City-sponsored cart safety day at Drake Field. He wondered if TAG could work on other modifications to the ordinance. Learnard said that was something staff would direct TAG on, and Larson replied that they had already had other projects from the City Manager, such as placement of new bike racks and deciding on cart parking requirements for new developments as part of the Unified Development Ordinance process.

I. Fee Schedule Update

Last year, Strickland reported, he added an annual review of the fee schedule to the budget preparation process. There were many updates then because it had not been reviewed in a while. This year there were fewer, the biggest one being, with the termination of the recreation agreement with Fayette County, recreation fees would change from "In-County" and "Out-of-County" to "Resident" and "Non-Resident." Also, State law had changed to require a permit for a public fireworks display from the Fire Department. The Police Department had requested to add an impound storage fee of \$15 a day for vehicles stored on their property.

Johnson asked what a public fireworks display was, and Murphy said it would apply to a professional fireworks display, such as on the Fourth of July. Citizens did not have to worry about it.

Brown noted the addition of the short-term rental fee, and Strickland said all fees for that had been rolled into one.

Holland said he wanted to discuss with Strickland the amounts listed for the recreation fees but would do that later. Strickland then mentioned that they had thought the agreement with the County would end July 1, but the County was budgeting to end it on October 1, which was the start of Peachtree City's fiscal year. He said he did not need a vote on these fees and intended to keep the schedule with the budget process.

Holland then asked if there had been any additional talks with the County in regard to the fees. Strickland said that was up to Council, and Learnard noted that decision had been made.

Brown pointed out a duplication in the listing under the recreation fees.

J. FY26 Manager's Proposed Budget

The Mayor called a five-minute recess. Upon resuming, Strickland thanked department heads for the good job they did in working out their budgets with him. He began with the City's vision and values statement, and its budget policy, which called for no new expenses unless there were cuts or new revenues to balance them. He explained that inflation was up 22% over the past five years, and the cost of labor had climbed about 28% in that period.

He reported that the median sale price for a house in Peachtree City was \$567,500, 27% higher than the national average. The average home was on the market for just 13 days, and 76% of those home sellers intended to stay in Peachtree City.

Bush then explained that the FY 2025 budget had included using about \$70,000 in reserves. However, due to several factors, they should actually end the budget year by adding about \$752,000 into the fund balance. The proposed FY 2026 budget was \$58,406,380 without using or adding to the reserve fund, she stated.

Taxes were the largest revenue source at \$48,084,290. They were anticipating a 4% increase in the tax digest, bringing ad valorem property tax revenue up to about \$24.1 million, an increase of \$945,000 from FY 2025. Staff would recommend that Council adopt the same millage rate as the previous year. Local option sales tax (LOST) was proposed to bring in about \$13 million, up about \$385,000 from the previous year. Interest income had gone down due to the expenditure of American Rescue Plan Act (ARPA) funds.

Bush explained the impact of House Bill 581, which kept the taxable assessed value for qualifying homeowners fixed at the FY 2025 rate for this year. Going forward, the State Revenue Commission could allow an increase of up to 3%, depending on inflation. Bush then showed a 13-year history of the City's millage rate, which had dropped from 7.178 in 2012 to the current 5.983. She presented a pie chart that showed that 44% of revenues came from property taxes, 22% from

LOST, and the remainder from other taxes, such as occupational tax, franchise taxes, fines and forfeitures, franchise fees, charges for services, and licenses and permits.

Expenses included a 2% cost of living adjustment (COLA) for City employees, three new firefighter positions, three Police reclassifications, increases in utility costs, ongoing competition for labor, and an increase in vehicle costs. Fuel costs were expected to continue to decline, and technology costs were holding steady with just a 2% increase for FY 26.

A graph showed that Peachtree City's COLA history was still lagging behind the national consumer price index (CPI) with an increase in COLA of 16% since 2020, while the CPI went up 20%. Bush said COLA helped the City stay competitive in the hiring market and also ensured employees had the same purchasing power they did in previous years.

Last year's budget included 17 new positions, Bush noted, and they had talked about the need for nine new firefighter positions when Station 85 came online, with plans to add three a year to get to that total. That, added to the Police reclassifications, would bring the total cost to \$466,599, but the firefighter positions would be brought on in April, so half a year's expenses would be saved, making the net cost for these changes \$292,771.

She looked at all the General Fund expenditures in the budget, noting that about half of the municipal taxes went to Public Safety. Police, Fire, Public Works, and Recreation made up the "big four" divisions that consumed 70% of the budget. The remaining 30%, outside of the library, were support services such as Finance and Human Resources. A pie chart showed that 63% of the expenditures went to salaries, with 23% going to other personnel costs, and 19% to contractual services.

Bush confirmed that sources of funds balanced with uses of funds to create a budget of \$58,406,380 for FY 2026 with no anticipation of using cash reserves.

The Mayor wanted to make it clear to citizens what had spurred the budget increase. Strickland said the big drivers included electricity costs, which were going up by \$105,000. He said they would be no more increases for the next three years. Health insurance was increasing by \$265,000. The COLA would cost \$655,000. The new firefighters would be \$158,000 for half a year, and the Police reclassifications were \$82,000. He said the departments did a good job trimming some items to find money for others. He especially commended the IT department for an increase of only 2%. Fuel costs had dropped, and Strickland mentioned they would be dropping ZenCity at a cost of \$40,000.

Strickland noted this budget did not include some of the projects Council had discussed, such as the Battery Way restrooms, enclosure of the hockey rink, or enclosure of the Kedron pool. They would be talking about what a facilities bond

could look like, but it was not budgeted. It was proposed for FY 2027, with the caveat that they could move on it this year, if required.

He handed the discussion over to Farron, who outlined the budgets for funds that supported specific City operations and services. He noted that the Storm Water Utility Fund was completely supported by user fees. No major operational changes were proposed, but they were in the midst of a cost and rates study to assess the long-term financial needs of the program. He noted that the same flat fee rate structure had been in place since 2013. The 2026 budget was set for approximately \$2.9 million. The budget included \$600,000 for renewal and extension projects, and more than \$200,000 in reserve funds would have to be tapped, which Farron said indicated the need for a rate study.

The Amphitheater was completely supported by revenues, mostly from events, plus hotel/motel taxes. Profits were reinvested into the facility, and Farron listed a few recent projects. The proposed budget for FY 2026 was \$1.97 million. Expenses went mainly to paying the artists who performed.

The hotel/motel tax fund came from an excise tax on short-term lodging and the projected revenue was \$2.1 million. Money was distributed to other funds, with 3% going to the General Fund, 3.5% to the Convention and Visitors Bureau (CVB), 1.5% to Tourism and Product Development (TPD), plus \$75,000 to the Amphitheater Fund. These percentages were determined by State law.

Assistant City Manager Chris Hobby went over the Capital Fund, listing major capital outlay projects including facilities improvements at \$450,000 and the HVAC system and other work at the library, which had a total cost of \$625,694 minus a grant of \$312,847. He also listed projects that were financed, such as \$910,000 for Public Works and Recreation equipment and \$900,000 for technology replacements and software. The total for the CIP fund was about \$1.4 million in the budget.

Holland asked if this was mostly maintenance related, and Strickland replied that they were trying to do preventative maintenance each year and had kept the cost the same as last year. The individual facilities improvement projects were listed in the budget.

All the ARPA projects were completed or under contract, Hobby noted. Those included Tennis Center renovations, LED lighting at the athletic fields, and City Hall renovations. The total for these projects was about \$6.7 million.

He explained how impact fee money was budgeted, with \$3.9 million going to new paths, and \$259,000 to the Fire Department. The Police Department's share had been used to purchase the gun range. Strickland said most of the path money was not encumbered and could be used to make up for cost overruns on 2017 Special Purpose Local Option Sales Tax (SPLOST) projects. The impact fees had to be

spent within six years of their collection.

Bush noted that \$10 million of ARPA funds were identified as revenue loss and were sitting in contingency to make up for potential shortfalls.

She presented the five-year financial model with actual figures from 2023-2025 and projections for 2025 through 2031. This year, she pointed out, should end with a fund balance of almost 60%, but that would trend down to about 55% by 2031. She said a strong fund balance provided financial stability and credit strength, helped protect the City's bond rating, and provided emergency protection. It shielded them from revenue shortfalls and provided operational stability in prolonged economic disruptions. It provided strategic investment opportunities, Bush continued and allowed them to pay cash for things if advantageous and let them match grants and buy property.

She noted that she built a transfer of debt to a facilities bond into FY 2027, which would involve borrowing about \$9.1 million for some of the larger capital improvement projects. She said the City's bond counsel and consultant agreed they were in a position to pull this forward and should be able to borrow at 4.3% or less due to their position with their strong bond ratings.

Learnard, referring to the financial model, asked Bush about the line that said "sale of capital assets." That was when they sold vehicles, for instance, and revenues were larger some years than others.

Bush pointed out again that the FY 2026 budget was balanced without use of reserves or with the intention to put money back into the reserves.

Holland noted that the projected figures for 2025 showed a change in the fund balance of about \$750,000. That was as of right now, Strickland stated, not taking into account any possible real estate acquisitions or other things. He pointed out that it was impossible to estimate expenses and revenues down to the penny.

Brown said it was her understanding that they were saying there were some projects they should borrow money for because the interest rate they would pay would be lower than what they would earn if the money was invested. Citizens often thought that this money in reserves should never have been taken from them, Brown remarked. Should they borrow or give the money back to the taxpayers or let it sit? Where was the balance? They had tried as a Council to establish a range for the reserve fund balance, she commented.

Over the past few years, Bush reported, the reserve funds had fluctuated between 50 and 60%. She recalled the Great Recession of 2008-13 and the cutbacks the City was forced to make. She said they were now in a good position to weather a long-term financial hardship.

Learnard remarked it was a leadership philosophy issue. Brown said it was not like there would be a time when there was no revenue for an extended period of time. Strickland commented that they never knew when a recession could come, and Bush mentioned weather incidents.

Strickland remarked it was hard to know when to rely on a bond or when to spend out of the fund balance. They knew there were multiple projects on tap that would cost many millions, and a bond would be wise in that case. Bond rating agencies did not like to see a huge drop in funds all at once. Brown said that was the kind of advice they needed.

Holland asked if taking out a bond would affect their bond rating, and Bush said they were in a good enough financial position that it would not. Holland then stated that there would be a very small profit for the City from the difference in paying bond interest and accruing interest from the money in the reserve fund. Bush said they might want to pay cash for some of the smaller capital projects. The life of the project was something else to consider.

Holland asked if they had to spend money from a facilities bond in a certain amount of time, and Bush told him they had three years. Learnard pointed out that actually they were talking about a facilities authority bond.

Strickland said he felt many people moved to Peachtree City because of the services they provided, such as the path system and the excellent Public Safety departments. He presented a chart showing that, while Peachtree City had the highest municipal tax rate in the County, that number was misleading because other jurisdictions did not provide the same level of services as Peachtree City did, such as emergency medical services (EMS). Tyrone relied on the County for fire services. Once the County millage rate was added in, the total millage rate for Tyrone and Fayetteville actually was higher than Peachtree City's. Once school taxes were factored in, there was very little difference between the millage rates for all municipalities plus the unincorporated county.

Strickland pointed out that about two-thirds of the total property tax revenues went to the Board of Education. In Peachtree City, about 20% was for municipal taxes, and the remainder went to County taxes. Because most of the tax bill went to schools, the total tax difference between a \$500,000 house in Peachtree City and one in Fayette County was just \$500.

It cost \$1.21 more a day to live in Peachtree City than in the County or in Woolsey, Strickland said, and for that amount, the Peachtree City resident got a Fire Department with an ISO 1 rating and premier EMS, parks, year-round swimming, a top-notch library, 100-plus miles of paths, and a nationally-certified Police Department. He commended staff for doing a great job of putting the money to good use, listing various facilities they had to maintain. He concluded with a list of items that would keep Peachtree City on the path to excellence, including keeping

employee pay at the 85th percentile, pursuing 2023 SPLOST projects, utilizing new citizen advisory groups, and not sacrificing services.

The budget calendar showed a public hearing at the July 10 City Council meeting with adopting the budget and millage rate at the August 21 meeting. Learnard asked Council if they needed another meeting besides these, and Strickland said they could talk to him directly as well. Strickland said he did not anticipate doing a big presentation on the budget again, but they could have a meeting just to talk. They agreed they were good with the calendar for now.

New Agenda Items

A. 06-25-01 Resolution #06052025-NA-1 Fayette County Safe Streets for All

Borkowski said Council had heard a report from the consultants regarding this plan, along with a recommendation for action with the goal of pursuing grants to fund projects including a path bridge over SR 54 East and upgrading two street crossings with rapid flashing beacons. The projects would be funded through the 2023 SPLOST and the grant. The total cost would be about \$8 million and the matching grant would be \$1.6 million.

Brown moved to adopt the resolution and apply for the grants as outlined in the packet. Johnson seconded. Motion carried unanimously.

B. 06-25-02 2025 Paving Bid - Stormwater Pipe Replacements & FY2025 Budget Amendment

Staff was requesting approval to replace six of the nine storm water pipes currently located beneath roadways slated for resurfacing with \$708,163 from the Storm Water Utilities Fund.

Brown moved to award the replacement of six corroded storm pipes to Atlanta Paving for \$708,163 and approve Budget Amendment 25-17 to reallocate Renewal and Extension Funds for this purpose. Holland seconded. Motion carried unanimously.

C. 06-25-03 Lighting Upgrades at Lacrosse and PAC Baseball Fields

Borkowski said Engineering and the Recreation departments recommended awarding the bid for lighting upgrades at the lacrosse and Peachtree City Athletic Complex (PAC) baseball fields to Georgia Power in the amount of \$1.12 million. Georgia Power had verified they could meet all the specifications, he said.

Holland moved to approve item 06-25-03 Lighting Upgrades at Lacrosse and PAC Baseball Field to Georgia Power in the amount of \$1,120,000. Johnson seconded. Motion carried unanimously.

D. 06-25-04 City Council Meetings Date and Meeting Changes

The first recommended change, Julio said, was to move the June 19 meeting from

evening to morning because all Council members would be traveling on the evening of the 19th to the Georgia Municipal Association convention. The next proposed change was to cancel the July 3 and 17 Council meetings and hold a special called meeting on July 10 at 9:30 a.m.

Holland asked if it was wise to cancel both open meetings in July during budget preparation season? Julio said that was up to Council, but it had been done for at least the past three years. Holland said they could keep the 17th meeting scheduled and cancel it if they wanted to. Learnard said she would not be present that week, which meant there would not be a quorum. Brown told Holland they could request a special called meeting to discuss the budget if there was a need. There would be ample time before the vote to adopt in August.

Brown moved to approve item 06-25-04, City Council Meetings Date and Meeting Change as presented. Johnson seconded. Motion carried unanimously.

Public Hearings

A. 06-25-05 Transmittal Resolution - 2025 Capital Improvement Element (CIE) Annual Update

Reed said the Capital Improvements Element (CIE) annual update would be submitted the Atlanta Regional Commission and the Georgia Department of Community Affairs upon Council's approval. The CIE was a component of the Comprehensive Plan and included a report of the impact fees collected and spent in FY 2024 and the updated CIE, as well. The packet included a table showing fees collected and spent. It also listed the projects that were included in those expenditures. She said the agencies would complete their reviews within 30 days, and she could bring this back to Council for approval in July.

The Mayor opened the public hearing. No one wished to speak, and she closed the hearing.

Brown asked if there was any part they were not in compliance with, and Reed said they were not.

Johnson moved to approve the adoption of the transmittal resolution of the 2025 CIE Annual Update. Brown seconded. Motion carried unanimously.

Council/Staff Topics

1. Food Trucks

Strickland said there would be food trucks at Drake Field at lunch and dinner time that day, with a trivia contest in the evening.

2. Flag Day June 14

Brown noted that Flag Day was June 14. She said the words "Under God" were added to the Pledge of Allegiance in 1954, with no commas offsetting that phrase. She

requested that Council members remember to say it that way without pauses from now on at the opening of their meetings.

Executive Session

Holland moved to adjourn to executive session at 1:00 p.m. to discuss the lease, purchase, or sale of real estate and pending or threatened litigation. Brown seconded. Motion carried unanimously.

Holland moved to reconvene in regular session at 1:14 p.m. Johnson seconded. Motion carried unanimously.

Brown moved to deny the claim made by Mafizur Bhuiya. Holland seconded. Motion carried unanimously.

Adjourn

There being no further business, Holland moved to adjourn the meeting. Brown seconded. Motion carried unanimously.

The meeting adjourned at 1:15 p.m.

Martha Barksdale, Recording Secretary

Kim Learnard, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 6/11/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: FY2026 Non-Profit Funding - Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place

Recommendation:

Consider Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place's request for non-profit funding in the amount of \$10,000.

Discussion:

The non-profit funding policy authorizes up to \$25,000 annually for the basic and general needs services in the community. Promise Place provides services the City does not meet; the basic and general needs of some of our residents who are victims of domestic violence, including emergency shelter, support groups, assistance in obtaining emergency protective orders, and in providing domestic violence and teen dating education programs. Peachtree City residents comprise a proportional amount of those served by the agency.

Attached is the request from Promise Place Executive Director Ashley Williams for the funding support of \$10,000 to support the ongoing efforts and urgent needs of the organization. Current policy does not allow for the award amount to exceed \$7,500 for basic needs.

Budget Impact:

Funds will be budgeted in FY26 per policy.

Attachments:

1. 2025 PTC Funding Request
2. Non-Profit Funding Forms-1
3. 2023 990 COPY Signed
4. Promise Place 2024-2025 Budget



May 5, 2025

Peachtree City Council
151 Willowbend Road
Peachtree City, GA

Dear City Council,

On behalf of Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place, I would like to take this opportunity to thank Peachtree City for its ongoing support of the mission to help prevent and address domestic violence through awareness, education, and providing safety for the victims and their families, utilizing emergency shelter and transitional housing. In 2024, Promise Place assisted 1,904 victims of domestic violence. Of those served, that reported their county of residence, 286 were Fayette County residents with 87 reporting residing in Peachtree City. While we saw a significant decrease in the number of victims served, there was a slight increase in the number of Fayette County residents reported in 2023 and a slight decrease in the number reported in Peachtree City.

Our domestic violence emergency shelter provides immediate safety for victims of domestic violence and their children. Staff provide services and resources to families while in the shelter to maintain their safety and promote self-sufficiency and housing stability. We provide all the clients; emergency services while in the shelter, including but not limited to, utilities, security, maintenance costs, food, clothing, household essentials, and staff for 24 hours, year-round coverage. We assisted 140 victims with emergency shelter in 2024. In addition to emergency shelter, Promise Place provides counseling services, legal advocacy, and many other programs for both the victim and their children to assist in the healing process from the trauma that they have experienced.

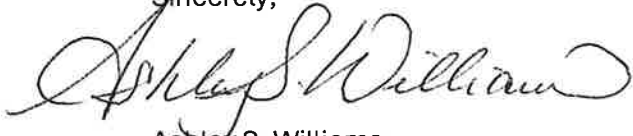
Promise Place collaborates with the Peachtree City Police Department as well as the other law enforcement agencies in Fayette County to ensure that domestic violence victims are given our information at the time of a violence incident and that police officers are able to contact us directly for assistance. This service is extremely important because when we assist domestic violence victims in escaping violent homes, we help reduce the number of 911 calls to officers, alleviating their volume of calls as well as reducing potential danger to officers responding to domestic violence calls. In 2024, Promise Place received a total of 1,765 calls on our crisis hotline. 286 calls were from victims in Fayette County in which 29% of the victims that provided their residence information were from Peachtree City.

The continued support from Peachtree City Council is allowing Promise Place to make a difference in the lives of domestic violence victims and their children in Peachtree City. Our Teen Dating Violence Prevention Program reached over 700 students from J.C. Booth Middle and McIntosh High School to educate the youth on healthy relationships and warning signs of teen dating violence.

Our vision is to empower local communities to eradicate domestic violence and promote emotional and physical healing for our clients.

To help continue the much-needed services provided by Promise Place in our community, we are submitting a \$10,000 funding request from the FY 2026 Annual Budget designated funds for nonprofit organizations. Thank you in advance for your consideration of this funding request and your support in giving our clients HOPE as they transition from victims to SURVIVORS.

Sincerely,

A handwritten signature in black ink, reading "Ashley S. Williams". The signature is fluid and cursive, with the first name "Ashley" being more prominent and the last name "Williams" following in a similar style.

Ashley S. Williams
Executive Director

**OPR: City Hall
4/00 (Amended 02/09)**

Purpose	Section	I
Policy		II

I. Purpose

The Purpose of this regulation is to establish a policy for consistent response to requests for donations on behalf of non-profit organizations, including public schools, in Fayette County.

II. Policy

While the City of Peachtree City has no financial responsibility to assist non-profit organizations, including public schools, with funding or providing labor, there have been requests in the past for this assistance, and it is anticipated that there may be requests in the future. In an effort to ensure consistency, fairness, and compliance with anti-gratuities laws, the following guidelines have been established:

- A. Council will budget no more than \$25,000 annually for all non-profit funding.
- B. The City would assume no liability for any project for which the City provides funding and/or labor.
- C. Services provided to Peachtree City residents by a non-profit organization shall be addressed in a contract between the City of Peachtree City and the organization.

D. Non-Profit Organizations

1. Basic Needs

As a general rule, funding for non-profit organizations serving Fayette County should be provided by the Fayette County Commission to ensure that Peachtree City residents are not subject to double payment through their municipal and County taxes. However, Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs (food, shelter, protection) of Peachtree City residents based upon the merit of the request. Requests for funding for non-profit organizations that provide basic needs shall not require matching funds but such requests shall be prorated based upon the total annual budget of the organization and the percentage of Peachtree City residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of the amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$7,500.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for annually, upon written request by the organization that would be subject to prorated allocation as noted above.

2. General Needs

Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. If the organization serves people other than Peachtree City residents, request shall be prorated based upon the percentage of Peachtree City residents served in comparison to the total population served. The amount of funding provided shall be the lesser of the actual amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$5,000.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. Requests from a non-profit organization in the General Needs category will be considered no more often than every five years.

3. Public Schools

- a. Each request for funding/labor will be considered by the Peachtree City Recreation Commission, who will forward a recommendation to the City Council for final decision.
 - b. Council will evaluate each request and make a decision based on the merit of the request.
 - c. No more than one request, per school, will be considered in any five consecutive year period.
 - d. Only Fayette County public schools whose attendance boundaries include Peachtree City will be eligible for consideration.
 - e. Requests for funding/labor must be for enhancements to playgrounds and playing fields only. Any playground/playing field for which the City makes a contribution must be made available for use by City residents when not being used by the school. A formal agreement with the School Board would be required.
 - f. Should Council approve a funding request, a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any funding provided by the school or any school organization (i.e. booster club). All funding requests must be submitted by June 1.
- E. All requests for funding must be made using the attached form. 501c3 non-profit organizations should include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.
- F. The City Council will have final approval on all funding requests. All funding requests must be submitted to and approved by Council by June 1 for consideration for funding in the next fiscal year budget.
- G. In emergency situations (a sudden, urgent, need for help or relief, created by some unexpected financial event), the City Council may vote to provide funding outside of the provisions above from the Council Contingency Fund. Adherence to anti-gratuities requirements would still apply.

APPROVED:
Mayor and Councilmembers



Funding Request For Non-Profit Organizations

Organization Information:

Organization Name: Fayette County Council on Domestic Violence d/b/a Promise Place

Address: P.O. Box 854 Fayetteville, GA 30214

Phone #: (770) 461-3839 Fax #:

Contact Person: Ashley Williams

Title: Executive Director

Financial Information:

Total Annual Budget: \$1,379,431

Total Clients Served Annually: 1,904

Peachtree City Residents Served Annually: 87

Funding Request Information:

Funding Amount Requested: \$10,000

Funding Use(s): Provide domestic violence services and resources to residents of Peachtree City.

Additional Information on Organization/Services: Promise Place provides services to victims of domestic violence in Peachtree City, including crisis counseling, legal advocacy, financial literacy, and emergency shelter. Our Teen Dating Prevention Program is facilitated at JC Booth and McIntosh High School.

The annual Teen Dating Violence Prevention Summit was held in Peachtree City on February 1, 2025.

REQUIRED ATTACHMENTS: 501c3 non-profit organizations must provide a copy of the previous calendar year form 990. Other non-profits must provide a current fiscal year budget.

Date
Submitted: _____ *Council*
Approval Date: _____ *Amount*
Approved: _____

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 6/11/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: FY2026 Non-Profit Funding - Fayette Senior Services, Inc.

Recommendation:

Consider Fayette Senior Services' request for non-profit funding in the amount of \$15,000.

Discussion:

The non-profit funding policy authorizes up to \$25,000 annually for the basic and general needs services in the community. This agreement with Fayette Senior Services helps to support the proportional number of Peachtree City residents receiving social services, including Meals on Wheels, congregate meals, transportation, and in-home personal care and homemaker services.

Attached is the request from Fayette Senior Services President and CEO Nancy Meaders for funding support of \$15,000 to support the ongoing efforts and urgent needs of the organization. Current policy does not allow for the award amount to exceed \$7,500 for basic needs.

Budget Impact:

Funds will be budgeted in FY26 per policy.

Attachments:

1. Non-Profit Funding Forms
2. DOC

**CAR 8-3 City Council Funding for Non-Profit
Organizations in Fayette County**

CAR 8-3

**OPR: City Hall
4/00 (Amended 02/09)**

Purpose	Section	I
Policy		II

I. Purpose

The Purpose of this regulation is to establish a policy for consistent response to requests for donations on behalf of non-profit organizations, including public schools, in Fayette County.

II. Policy

While the City of Peachtree City has no financial responsibility to assist non-profit organizations, including public schools, with funding or providing labor, there have been requests in the past for this assistance, and it is anticipated that there may be requests in the future. In an effort to ensure consistency, fairness, and compliance with anti-gratuities laws, the following guidelines have been established:

- A. Council will budget no more than \$25,000 annually for all non-profit funding.
- B. The City would assume no liability for any project for which the City provides funding and/or labor.
- C. Services provided to Peachtree City residents by a non-profit organization shall be addressed in a contract between the City of Peachtree City and the organization.
- D. Non-Profit Organizations

1. Basic Needs

As a general rule, funding for non-profit organizations serving Fayette County should be provided by the Fayette County Commission to ensure that Peachtree City residents are not subject to double payment through their municipal and County taxes. However, Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs (food, shelter, protection) of Peachtree City residents based upon the merit of the request. Requests for funding for non-profit organizations that provide basic needs shall not require matching funds but such requests shall be prorated based upon the total annual budget of the organization and the percentage of Peachtree City residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of the amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$7,500.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for annually, upon written request by the organization that would be subject to prorated allocation as noted above.

2. General Needs

Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. If the organization serves people other than Peachtree City residents, request shall be prorated based upon the percentage of Peachtree City residents served in comparison to the total population served. The amount of funding provided shall be the lesser of the actual amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$5,000.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. Requests from a non-profit organization in the General Needs category will be considered no more often than every five years.

3. Public Schools

- a. Each request for funding/labor will be considered by the Peachtree City Recreation Commission, who will forward a recommendation to the City Council for final decision.
 - b. Council will evaluate each request and make a decision based on the merit of the request.
 - c. No more than one request, per school, will be considered in any five consecutive year period.
 - d. Only Fayette County public schools whose attendance boundaries include Peachtree City will be eligible for consideration.
 - e. Requests for funding/labor must be for enhancements to playgrounds and playing fields only. Any playground/playing field for which the City makes a contribution must be made available for use by City residents when not being used by the school. A formal agreement with the School Board would be required.
 - f. Should Council approve a funding request, a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any funding provided by the school or any school organization (i.e. booster club). All funding requests must be submitted by June 1.
- E. All requests for funding must be made using the attached form. 501c3 non-profit organizations should include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.
- F. The City Council will have final approval on all funding requests. All funding requests must be submitted to and approved by Council by June 1 for consideration for funding in the next fiscal year budget.
- G. In emergency situations (a sudden, urgent, need for help or relief, created by some unexpected financial event), the City Council may vote to provide funding outside of the provisions above from the Council Contingency Fund. Adherence to anti-gratuities requirements would still apply.

APPROVED:
Mayor and Councilmembers



**Funding Request
For Non-Profit Organizations**

Organization Information:

Organization Name: Fayette Senior Services, Inc.

Address: 4 Center Drive, Fayetteville, GA 30214

Phone #: 770-461-0813 Fax #: 770-461-2448

Contact Person: Nancy Meaders

Title: President & CEO

Financial Information:

Total Annual Budget: \$2,123,811.00

Total Clients Served Annually: 1196

Peachtree City Residents Served Annually: 329

Funding Request Information:

Funding Amount Requested: \$15,000

Funding Use(s): Social services to clients residing in Peachtree City

Additional Information on Organization/Services: Fayette Senior Services, Inc., provide social services to older adults who reside in Peachtree City. These services include home delivered and congregate meals, non-emergency medical transportation (rides to/from dialysis, chemo, radiation, doctor appts, pharmacy pickups, etc) and in-home svcs.

REQUIRED ATTACHMENTS: 501c3 non-profit organizations must provide a copy of the previous calendar year form 990. Other non-profits must provide a current fiscal year budget.

Date Submitted: _____ *Council Approval Date:* _____ *Amount Approved:* _____

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Clint Murphy, Fire Chief 6/9/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: FEMA SAFER Grant - Cost Share Support

Recommendation:

Approve Funding Cost Share for Staffing Adequate Fire and Emergency Services Grant required amounts.

Discussion:

In order to apply for the grant under Hiring Activity, recipients are required to use non-federal funds as a cost share. Per the Notice of Funding Opportunity (NOFO), recipients are required to contribute 25% of the actual costs incurred during the first and second years of the grant, then 65% of the actual costs incurred during the third year. If awarded the grant, we will need to provide proof of the necessary non-federal funding and the proper budget appropriations.

Budget Impact:

FY26 Fire Department Operating Budget. The cost share would affect the FY27, FY28, and potentially FY29 budgets. See Attached NOFO Page 10, Section 2 - Eligibility, Items H and I for cost share description and calculation example.

Attachments:

1. FEMA SAFER Grant NOFO

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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1. Basic Information

A. Agency Name	Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Resilience/Grant Programs Directorate (GPD)
B. NOFO Title	Staffing for Adequate Fire and Emergency Response (SAFER) Grant
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-24-GPD-083-00-99
E. Assistance Listing Number	97.083
F. Expected Total Funding	\$324,000,000
G. Anticipated Number of Awards	300 awards
H. Expected Award Range	N/A
I. Projected Application Start Date	05/23/2025 9:00 a.m. Eastern Time (ET)
J. Projected Application End Date	07/03/2025 5:00 p.m. ET
K. Anticipated Funding Selection Date	No later than 08/18/2025
L. Anticipated Award Date	Beginning on approximately Aug 18, 2025, and continuing thereafter until all FY 2024 SAFER Program grant awards are issued (but no later than September 30, 2025).
M. Projected Period of Performance Start Date	N/A ¹
N. Projected Period of Performance End Date	N/A

¹ FEMA funds SAFER Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

O. Executive Summary	The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately \$5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at Assistance to Firefighters Grants Program FEMA.gov.
P. Agency Contact	a. <i>SAFER Program Office Contact</i> The SAFER Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA Grants Outcomes (FEMA GO), answers questions concerning applicant eligibility, recipient responsibilities, and helps in the programmatic administration of awards. The SAFER Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. ET. Guidance documents such as application tutorials, Self-Evaluation Guides, and Frequently Asked Questions (FAQs) are also provided to further explain the current SAFER Program, assist with the online grant application, and highlight lessons learned and changes for FY 2024. For more details, please visit the SAFER Program website. b. <i>FEMA Grants News</i> This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-news@fema.dhs.gov or (800) 368-6498, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET. c. <i>Grant Programs Directorate (GPD) Award Administration Division</i>

	GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov. d. FEMA Regional Offices Assistance to Firefighters Grants Regional Contacts also may provide fiscal support, including pre- and post-award administration and technical assistance. Assistance to Firefighters Grants Regional Office contacts are available at Assistance to Firefighters Grants Regional Contacts FEMA.gov. e. Civil Rights The FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMA-CivilRightsOffice@fema.dhs.gov. f. Environmental Planning and Historic Preservation The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov. g. Payment and Reporting System Payments are requested through FEMA GO. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the Customer Service Center at (866) 927-5646 or ask-GMD@fema.dhs.gov. h. FEMA GO For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 a.m. – 6:00 p.m. ET.
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2. Eligibility

A. Eligible Entities/Entity Types	Only the following entities or entity types are eligible to apply. a. Applicants • Fire departments; and • National, regional, state, local, tribal, and nonprofit interest organizations representing the interests of volunteer
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	firefighters are eligible to receive a SAFER Program award under the R&R Activity. See Section A of Appendix B – Programmatic Information and Priorities for additional information on ineligible applications and organizations. b. Subapplicants Subapplicants and subawards are not allowed.
B. Project Type Eligibility	Applicants and recipients should actively coordinate and collaborate with their local and state authorities to help ensure and prioritize the commitment of future non-federal investments in order to sustain staffing capabilities once an award’s period of performance ends. a. Allowable Project Types 1. Hiring Activity The Hiring Activity offers grants to support applications to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters). National, regional, state, local, Tribal Nation, and nonprofit interest organizations representing the interests of volunteer firefighters are not eligible to receive a SAFER Program award under the Hiring Activity. 2. R&R Activity The R&R Activity offers grants to support applications to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity. Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO. b. Unallowable Project Types • Under the R&R Activity, applications that request a Staffing Needs Assessment or Risk Assessment project are precluded from applying for additional R&R- related activities. • FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget. Federal funding may not be used to supplant (i.e., replace) an existing activity or program.

	• Applicants may not use award funds for matching funds for any other federal grants or cooperative agreements, for lobbying, or for intervention in federal regulatory or adjudicatory proceedings. • Applicants may not use federal funds to sue the Federal Government or any other government entity.
C. Requirements for Personnel, Partners, and Other Parties	An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient. Information on ineligible applications and organizations is in Appendix B of this NOFO.
D. Maximum Number of Applications	The maximum number of applications that can be submitted is one application per activity.
E. Additional Restrictions	a. <i>Period of Performance Restrictions</i> 1. Hiring Activity The period of performance for applications funded under the Hiring Activity will be 36 months. A default 180-day recruitment period begins when FEMA approves an application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters. The period of performance cannot start later than 180 days after the award date. If a recipient can hire all SAFER Program-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period if they wish to begin the period early.

	2. R&R Activity The period of performance for applications funded under the R&R Activity will be 12, 24, 36, or 48 months. A default 90-day recruitment period begins when FEMA approves the application for award. This period allows each recipient time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program activities before the start of the period of performance to maximize the funding's availability. However, the recipient can only expend funds within the period of performance. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient has begun implementing its grant award. The period of performance cannot start later than 90 days after the award date. If a recipient can begin its recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period if they wish to begin the period early. Extensions to the period of performance are allowed for R&R Activity grants only. For additional information on period of performance extensions, please refer to Section 10.A. b. National Incident Management System (NIMS) Implementation SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2024 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.
F. References for Eligibility Factors within the NOFO	Please see the following references provided below: 1. Subsection 7.A. Threshold Criteria 2. Subsection 7.B. Application Criteria 3. Subsection 7.C. Financial Integrity Criteria 4. Subsection 7.D. Supplemental Financial Integrity Criteria and Review 5. Appendix B – Programmatic Information and Priorities

G. Cost Sharing Requirement	For Hiring Activity grants, recipients are required to contribute non-federal funds as a cost share. For R&R Activity grants, there is no cost share requirement.
H. Cost Share Description, Type and Restrictions	For Hiring Activity grants, recipients are required to contribute 25 percent of the actual costs incurred in each of the first and second years of the grant; and 65 percent of the actual costs incurred in the third year of the grant. In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and in the third year of the grant the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter in that department. The “usual annual cost” includes a firefighter’s base salary (excluding non-FLSA overtime) and standard benefits package (including the average annual cost of health, dental, and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.) offered by the fire department to first-year firefighters. FEMA does not require recipients to demonstrate availability of cost share funds at the time of application. However, before FEMA issues an award it may contact potential awardees to determine whether the recipient possesses the necessary non-federal funding. For R&R Activity grants, there is no cost share requirement.
I. Cost Sharing Calculation Example	Assuming that the usual annual cost of a first-year firefighter in a department at the time of the grant application is \$120,000 per year and the department actually incurred \$100,000 per year in each year of the grant, the following cost share requirements and position cost limits would apply: 1. Cost Share Requirement: The grant recipient is required to contribute \$25,000 in Year 1; \$25,000 in Year 2; and \$65,000 in Year 3. 2. Position Cost Limit: The amount of federal funding cannot exceed \$90,000 in Year 1; \$90,000 in Year 2; and \$42,000 in Year 3.
J. Required information for verifying Cost Share	a. Minimum Budget Requirement

	In accordance with 15 U.S.C. § 2229a(c)(2) , in order to be eligible for SAFER Program funding, applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date.
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3. Program Description

A. Background, Program Purpose, and Program History

The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately \$5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The SAFER Program is part of a comprehensive set of measures authorized by Congress and implemented by DHS. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards;
- The extent of an applicant's need for a SAFER Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

B. Goals, Objectives, and Priorities

Goal: To enhance local fire departments' abilities to comply with staffing, response and operational standards established by the National Fire Protection Association (NFPA 1710 or NFPA 1720²).

² NFPA 1710 and 1720 are lapsing in 2026 and will be consolidated under the proposed NFPA 1750. FEMA is working with the NFPA Standards Council to evaluate deployment of fire suppression operations. No decisions have been made and FEMA will issue additional guidance when more information becomes available. While the goal of the grant is to increase compliance with NFPA 1710 or 1720, 24-hour staffing is not a requirement of the SAFER Program.

Objectives: The objectives of the SAFER Program are to are to provide funding to communities so they may:

- Increase the number of firefighters to meet industry minimum standards;
- Increase the number of trained personnel assembled at the incident scene;
- Attain 24-hour staffing to improve deployment capabilities; and
- Fulfill traditional missions of fire departments (respond to emergencies and provide adequate fire protection from fire and fire-related hazards).

Priorities: Information on program priorities and objectives for the FY 2024 SAFER Program can be found in [Appendix B – Programmatic Information and Priorities](#) of this NOFO.

C. Program Rationale

The SAFER Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the six DHS Missions noted in the [Department of Homeland Security's Strategic Plan](#), the SAFER Program supports Mission Five: Build a Resilient Nation and Respond to Incidents. By increasing the number of trained firefighters, the SAFER Program improves deployment capabilities to respond to emergencies and provide adequate protection from fire and fire-related hazards. The SAFER Program also aims to support objectives outlined under Mission Five in the Strategic Plan including:

- Objective 5.1: Coordinate Federal Response to Incidents
- Objective 5.2: Strengthen National Resilience
- Objective 5.4: Enhance Training and Readiness of First Responders

Through these objectives, FEMA creates a vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

D. Federal Assistance Type Grant

E. Performance Measures and Targets

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in support of the SAFER Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of “majority career” SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1710 structural response standards;
- Percentage of “majority volunteer” SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1720 structural response standards; and
- Percentage of SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with NFPA 1710 or 1720 assembly and deployment standards.

The target for these measures is the number of firefighters hired and the structural fire responses that complied with NFPA 1710 structural response standards. The measure will be assessed by how the addition of new firefighters has resulted in a percentage increase in compliance with the relevant section of the NFPA standards.

F. Program-Specific Unallowable Costs

Construction costs are not allowable under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities described in Appendix B – Programmatic Information and Priorities are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered “construction” for purposes of procurement or environmental protection and historic preservation purposes.

G. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. [2 C.F.R. § 200.403\(h\)](#).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
2. Lobbying or other prohibited activities under [18 U.S.C. § 1913](#) or [2 C.F.R. § 200.450](#).
3. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Indirect costs are allowable only under R&R Activity for this program as described in 2 C.F.R. Part 200, including [2 C.F.R. § 200.414](#). Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their

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IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out via email to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must also reach out via email to FireGrants@fema.dhs.gov for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

I. Management and Administration (M&A) Costs

M&A costs are allowed under the R&R Activity only. M&A costs are not eligible under the Hiring Activity.

No more than 3% of the federal share of SAFER Program funds awarded may be expended by the recipient for M&A for purposes associated with the SAFER Program award. M&A activities are those directly related to the management and administration of the SAFER award funds, such as financial management and monitoring. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award or estimates, without supporting justification or adequate documentation will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

J. Pre-Award Costs

The following pre-award costs are allowable:

1. Fees for grant writers.

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award.

See [Appendix C – Award Administration Information](#) for further information regarding grant writer fees and [Section 10.B. Other Information](#) for general procurement under grants requirements.

K. Beneficiary Eligibility

To be an eligible beneficiary, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

To be an eligible participant, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Section 34 of the *Federal Fire Prevention and Control Act of 1974*, [Pub. L. No. 93-498](#), as amended ([15 U.S.C. § 2229a](#)).

N. Appropriation Authority

Department of Homeland Security Appropriations Act, 2024, [Pub. L. No. 118-47](#), Title III, Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Financial Assistance (2024 DHS Appropriations Act).

O. Budget Period

There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services

Recipients, subrecipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restricts the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ [200.216](#), [200.327](#), [200.471](#), and [Appendix II to 2 C.F.R. Part 200](#), and [FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers

Pre-applications, letters of intent, and whitepapers are not required to be eligible to apply.

B. Application Content and Format

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>. Additional application and program guidance documents are available at the [SAFER Program website](#). Applicants will be prompted to submit the standard application information and any program-specific information required as described in Sections [4.C. Application Components](#) and [4.D. Program-Specific Required Documents and Information](#) of this NOFO. The Standard Forms (SF) may be accessed in the Forms tab at [Forms | Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the [Section 4.C. Application Components](#) of this NOFO.

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at [Forms | Grants.gov](#).

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information

For program-specific updates and information, please see the [Appendix A – FY 2024 SAFER Program Updates](#), [Appendix B – Programmatic Information and Priorities](#), and [Appendix C – Award Administration Information](#).

E. Post-Application Requirements for Successful Applicants

Applicants likely to be funded may receive a request for additional information by email prior to award. Applicants must respond to the request to move forward with the grant review process.

5. Submission Requirements and Deadlines

A. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to [FEMA GO](#).

Steps Required to Apply for An Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](#);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the [FEMA GO Startup Guide](#);
- f. Submit the complete application in FEMA GO; and
- g. Always maintain an active SAM registration with current information when the applicant has an active federal award or an application under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per [2 C.F.R. § 25.110](#), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact fema-grants-news@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to [SAM.gov](#).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Create a login.gov account:

Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account at: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only must create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.³

For more detailed instructions for registering with SAM, refer to: [Register with SAM](#).

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see [FEMA GO Startup Guide](#).

Note: FEMA GO will support only the most recent major release of the following browsers: Google Chrome; Mozilla Firefox; Apple Safari; and Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information and any program-specific information required. Standard Forms (SF) may be accessed at [Forms | Grants.gov](#). Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline

07/03/2025 5:00 p.m. Eastern Time

C. Pre-Application Requirements Deadline

Not applicable.

D. Post-Application Requirements Deadline

Not applicable.

E. Effects of Missing the Deadline

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date and time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

³ Per [2 C.F.R. § 25.200](#), , applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Applicants experiencing system-related issues have until 3:00 p.m. ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact

An intergovernmental review is not required.

7. Application Review Information

A. Threshold Criteria

FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate. Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, or inaccurate data that may mislead reviewers may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

Note: FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant's and their community's uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of the SAFER program to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants, including but not limited to:

- Copies of official or certified documents demonstrating the claimed financial need;
- Copies of the applicant's needs assessment report, survey, or any documented other efforts undertaken to identify the applicant's unique project objectives;
- Copies of the risk analysis conducted to ascertain how said project will address the applicant's unique needs in alignment with their mission and SAFER Program grant purpose;
- Additional information or evidence detailing the applicant's particular risks; and
- Any other information deemed necessary to adequately weigh the applicant's assistance request for funding under this discretionary-competitive grant program. No applicant is guaranteed funding.

B. Application Criteria

Funding priorities and programmatic criteria for evaluating SAFER Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs

- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they align with the program priorities for the activity. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

The Narrative Statements of the application must provide specific details about the activity for which applicants seek funding, including budget details. The weighted evaluation criteria used by the peer reviewers in the determination of the grant award, as described below, make up the elements of the narrative statement score.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the *Payment Integrity Information Act of 2019* \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:

1. FEMA is required by [41 U.S.C. § 2313](#) to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.

3. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection

A panel of peer reviewers is comprised of fire service representatives recommended by the Criteria Development Panel. Peer reviewers are subject matter experts recommended by the nine major fire service organizations. In their role as Special Government Employees, peer reviewers must certify and observe Federal Conflict of Interests rules.

F. Merit Review Process

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings per activity are then scored competitively by no less than three members of a Peer Review Panel.

Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

1. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in [Appendix B – Programmatic Information and Priorities](#) and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is 50% of the total application score under the Hiring Activity, and 30% of the total application score under the R&R Activity.

2. Peer Review Panel Process

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. Peer reviewers will assess the merits of each application based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and shortcomings of the application with their peers, and document the findings. A consensus is not required. The panel score is 50% of the total application score under the Hiring Activity, and 70% of the total application score under the R&R Activity.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity.

a. Hiring Activity

The panel score is 50% of the total application score.

1. Project Description (30%):

- Why does the department need the positions requested in this application?
- How will the positions requested in this application be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?
- What unique and specific services will the requested positions provide to the fire department and community?
- How will funds awarded through this grant enhance the department's ability to protect critical infrastructure within the primary response area?

2. Impact on Daily Operations (30%):

- How are the community and the current firefighters employed by the department at risk without the positions requested in this application?
- How will that risk be unequivocally reduced if awarded?

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's precise budget shortfalls and inability to address financial needs without federal assistance.
- Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).
- Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the positions requested in this application.

b. R&R Activity (Fire Departments)

The panel score is 70% of the total application score.

1. Project Description (30%):

- Describe the unique problems and issues the department is experiencing in recruiting new volunteer firefighters.

- Describe the problems and issues the department is experiencing in retaining current members.
- Describe the precise implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be uniquely evaluated for its impact on identified recruitment and retention problems and issues. Describe how the overall effectiveness of the grant will be measured.
- Describe the unique and specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire department(s) and community.
- If the grant request will have a regional impact, discuss how the regional partners will benefit and which activities they will benefit from.
- If the grant request includes executive or management positions, define the purpose of all requested positions and personnel expenditures.

2. Impact on Daily Operations (30%):

- Describe with particularity and discreteness how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
- Describe how that risk will be unequivocally reduced if awarded funding.
- Explain the definitive impact the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the department's NFPA compliance.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's precise budget shortfalls and its inability to address financial needs without federal assistance.
- Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the items or activities requested in this application.

c. *R&R Activity (National, state, local, or federally recognized tribal volunteer firefighters interest organizations)*

The panel score is 70% of the total application score.

1. Project Description (30%):

- Describe the problems and issues the fire departments that the organization will be reaching with this grant are experiencing in recruiting new volunteer firefighters.
- Describe the problems and issues the same departments are experiencing in retaining current members.
- Describe the organization's implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the problems or issues identified.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be evaluated for its impact on the identified recruitment and retention problems and issues of the fire departments participating in this grant. Describe how the overall effectiveness of the grant will be measured.
- Describe the specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire departments participating in this application and their respective communities.
- Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested.

2. Impact on Daily Operations (30%):

- Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
- Explain how that risk will be reduced if awarded funding.
- Describe the impact that the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the NFPA compliance of the fire departments participating in this application.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the organization's current annual budget.
- Describe the organization's particular budget shortfalls and the inability to address the financial needs without federal assistance.
- Describe the other actions the organization has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the organization are affected without this funding.

4. Cost Benefit (10%):

- Describe the specific benefits (e.g., quantifying the anticipated savings and efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

The Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters, or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

G. Final Selection

a. Technical Evaluation Process (TEP)

The highest-ranking applications from both activities will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

During the TEP information in [Appendix B - Programmatic Information and Priorities](#) is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding or disqualification based on findings made during this assessment.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By applying, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

During the review process for a SAFER Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any differences under the approved scope of work section.

B. Pass-Through Requirements

Standard pass-through requirements in 2 C.F.R. Part 200 apply.

C. Note Regarding Pre-Award Costs

Even if pre-award costs are allowed, beginning performance is at the applicant or sub-applicant's own risk.

D. Obligation of Funds

Grant funds are obligated upon the offer of grant award in the FEMA GO system. Recipients must accept their awards no later than 30 days from the award date. Acceptance of the award is confirmation of the obligation. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may request additional time to accept the award if needed.

E. Notification to Unsuccessful Applicants

FEMA GO will provide all applicants who do not receive a FY 2024 SAFER Program award with a turndown notification after September 30, 2025.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements

In addition to the requirements of this section, FEMA may place specific terms and conditions on an individual award in accordance with 2 C.F.R. Part 200.

B. DHS Standard Terms and Conditions

A recipient of a federal award under this funding opportunity is required to comply with DHS Standard Terms and Conditions in effect at the time the award is issued. The DHS Standard Terms and Conditions are available [online](#). For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package. NOTE: Although not a requirement in

the DHS Standard Terms and Conditions, as a best practice entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

a. Ensuring the Protection of Civil Rights

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustaining and delivering of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. They can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights/civil-rights>.

C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).
2. Recipients must submit the FFR semi-annually throughout the period of performance (POP) as detailed below:
 - No later than July 30 (for the period Jan. 1 – June 30)
 - No later than January 30 (for the period July 1 – Dec. 31)
3. The final FFR is due within 120 calendar days after the end of the POP.
4. FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted semi-annually throughout the POP.
2. A Performance Report must include:
 - A brief narrative of overall project(s) status;
 - A summary of project expenditures; and
 - A description of any potential issues that may affect project completion.
3. The Progress Report must be submitted through FEMA GO.
4. Performance Report Due Dates
 - No later than July 30 (for the period Jan. 1 – June 30)
 - No later than January 30 (for the period July 1 – Dec. 31)

E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.

3. The final progress report detailing all accomplishments. The recipient must include with the final progress report an inventory of all construction projects.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in [2 C.F.R. § 200.344](#); subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

F. Disclosing Information per 2 C.F.R. § 180.335

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

This requirement is fully described in [2 C.F.R. §180.335](#).

Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report

A recipient expending \$1,000,000 or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

I. Monitoring and Oversight

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either a desk-based review, an onsite monitoring visit, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses

on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

J. Program Evaluation

Federal agencies are required to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes. [OMB Memorandum M-21-27](#), Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing Title I of the *Foundations for Evidence-Based Policymaking Act of 2018*, [Pub. L. No. 115-435](#) (2019) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act, § 101 (codified at 5 U.S.C. § 311).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#). Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements Not Applicable.

10. Other Information

A. Period of Performance Extension

Extensions to the period of performance are allowed for R&R Activity grants only.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors that prevent completion of the project, including delivery of equipment or services, within the existing period of performance;
2. The project must undergo a complex environmental review that cannot be completed within the existing period of performance;
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
4. Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the period of performance to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. The reason for delay – including details of the legal, policy, or operational challenges that prevent final outlay of awarded funds by the deadline;
3. Status of the activity or activities;
4. Approved period of performance termination date and requested extension;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal, if applicable;
7. A budget outlining how remaining federal and non-federal funds will be expended;
8. A plan for completion, including milestones and timeframes for achieving each milestone and the individual responsible for completing the plan;
9. Certification that the activity or activities will be completed within the extended period of performance without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

B. Other Information

a. *Environmental Planning and Historic Preservation (EHP) Compliance*

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants, and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, new construction, or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species, or historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at [Environmental Planning and Historic Preservation](#). The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the *National Environmental Policy Act* and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the [EHP Directive & Instruction](#).

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code ([44 C.F.R. § 9.11\(d\)\(6\)](#)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf. SAFER Program applications that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP review, per the GPD Programmatic Environmental Assessment, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment will require an EHP review as well. Such activities include, but are not limited to:

- Building renovations such as removal of a wall or installation of electrical or waterlines;
- Training/exercises in natural settings such as rope or swift water;
- Installing LED signs; and
- Any scope of work that involves ground disturbances.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training;
- Acquisition of mobile and portable equipment (not involving installation) on or in a building that does not require a storage area to be constructed; and
- Purchase of Personal Protective Equipment (PPE).

b. Procurement Integrity

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317 – 200.327](#). To assist with determining whether an action is a procurement or instead a subaward, please consult [2 C.F.R. § 200.331](#).

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT). These resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

Under [2 C.F.R. § 200.317](#), when procuring property and services under a federal award, states (including territories) and Indian tribes, must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Indian tribes must now follow [2 C.F.R. § 200.321](#) regarding socioeconomic steps, [200.322](#) regarding domestic preferences for Procurements and [2 C.F.R. § 200.327](#) regarding required contract provisions. States, but not Indian tribes, must also follow [200.323](#) regarding procurement of recovered materials.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, Tribal Nation, and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

2. Competition and Conflicts of Interest

[2 C.F.R. § 200.319\(b\)](#), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with [2 C.F.R. §§ 200.317 – 200.327](#), federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post- award costs, such as grant management fees.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient’s or subrecipient’s standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.

Under [2 C.F.R. 200.318\(c\)\(2\)](#), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Indian tribes, and local governments, and their instrumentalities, can be found at [Help for state, local, and tribal governments to make MAS buys | GSA](#) and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Preparedness Officer or Fire Program Specialist.

4. Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian tribes are reminded that in order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

c. Financial Assistance Programs for Infrastructure

1. Build America, Buy America Act

Recipients and subrecipients must comply with FEMA's implementation requirements of the *Build America, Buy America Act (BABAA)*, which was enacted as part of the [Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 \(2021\)](#); and [Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers](#). See also [2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects](#).

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

d. Mandatory Disclosures

The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. ([2 C.F.R. § 200.113](#))

e. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at [2 C.F.R. §§ 200.344-200.345](#) even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards. Either party will provide written notice of intent to terminate to the other party no less than 30 days prior to the effective date of the termination.

1. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. Any action to terminate based on noncompliance will follow the requirements of [2 C.F.R. §§ 200.341-200.342](#).

2. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

3. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of [2 C.F.R. §§ 200.341-200.342](#) in deciding to fully terminate the award.

4. Change in Program Goals or Agency Priorities

Pursuant to the terms and conditions of the award and to the extent authorized by law, FEMA may terminate the award if it no longer effectuates the program goals or agency priorities.

f. Disability Integration

Pursuant to Section 504 of the [Rehabilitation Act of 1973](#), recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

g. Record Retention

1. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. See [2 C.F.R. § 200.334](#). Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals

- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

h. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per [2 C.F.R. §§ 200.208](#) and [200.339](#). FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. [§ 200.339](#), or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19 or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

i. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

j. Hazard-Resistant Building Codes

Hazard-resistant building codes are a foundational element of a more resilient nation, safeguarding communities, and lives against natural disasters, with an estimated \$11:1 return on investment. The adoption, enforcement and application of modern building codes mitigates community vulnerabilities, reduces disaster recovery costs, and strengthens nationwide capability. FEMA is working to promote and support building codes in all areas of its work. In the interest of building a stronger, more resilient nation, FEMA encourages all grant recipients and subrecipients to meet current published editions of relevant consensus-based building codes, specifications, and standards, and to exceed them where feasible.

11. Appendix A – FY 2024 SAFER Program Updates

Appendix A contains a brief list of changes between FY 2023 and FY 2024 to the SAFER Program. The FY 2024 SAFER Program NOFO contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Eligibility – Allowable Project Types
 - The Hiring Activity offers grants to support applications to hire new, additional

firefighters

- Under Eligibility – Unallowable Project Types
 - FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget
- Under Eligibility – Cost Sharing Requirement
 - Hiring Activity grant recipients are required to contribute non-federal funds as a cost share
- Under Eligibility – Cost Share Description, Type and Restrictions
 - In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter and in the third year of the grant, the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter
- Under Eligibility – Required information for verifying Cost Share
 - Applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date
- Under Register in FEMA GO:
 - FEMA GO will no longer support Internet Explorer.
- Under Additional Information
 - Inclusion of Hazard-Resistant Building Codes.
- Under R&R Activity – Eligible Costs
 - New Member Costs – eligible physical exam costs for new members include: initial medical exams; annual physicals; job-related immunizations; behavioral health; and Cancer Screening Programs to meet NFPA 1582.
 - Wellness and Fitness for Existing Members – eligible subcategories of physical exams for existing members
 - Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- Under Other Information
 - Extensions to the period of performance are allowed for R&R Activity grants only
-

12. Appendix B – Programmatic Information and Priorities

Appendix B contains details on SAFER Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and Organizations

Volunteer and combination fire departments may apply for funding under both the Hiring Activity and the R&R Activity; however, departments must complete separate applications for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, FEMA will disqualify both applications.

If two or more of the following entities have different funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them as being separate organizations for the purposes of FY 2024 SAFER Program eligibility:

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- Fire departments; and
- National, state, local, federally recognized Tribal Nation, and nonprofit interest organizations.

However, if two or more organizations share facilities and each applies for the same activity (e.g., Hiring of Firefighters), FEMA reserves the right to review and compare all those program area applications to determine eligibility and review for potential overlap to avoid duplication of benefits.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any application submitted under this program.

Examples of ineligible applications and organizations include:

- For-profit organizations, federal agencies, and individuals;
- Fire departments that are a Federal Government entity, or contracted by the federal government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land;
- Fire departments that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ;
 - However, if a fire department is the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department if the application clearly states that the fire department is considered part of the same legal entity.
- State or local agencies, or subsets of any governmental entities, or any authorities that do not meet the requirements as defined by 15 U.S.C. § 2229a(a)(1)(A) and (a)(2);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams; and,
- Non-federal airport or port authority fire departments whose sole responsibility is the suppression of fires on the airport grounds or port facilities unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities.
- Eligible applicants may submit only one application for each eligible activity (Hiring Activity and R&R Activity); all submissions of duplicate applications may be disqualified.
- If an applicant submits two or more applications for the same activity, both applications may be disqualified.
 - This is different from when where an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish, or other municipality). In that situation, the applicant may request similar or the same costs if the application clearly states which costs (including quantities) are for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.

B. Supporting Definitions for this NOFO

Attrition is a gradual reduction in work force without laying off personnel, e.g., when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710 – 2020 edition and NFPA 1720 – 2020).

Benefits, as defined in 2 C.F.R. § 200.431, means the regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. Benefits may include employer contributions or expenses for social security, employee insurance, workmen’s compensation, and pension plan costs, and the like, whether treated as indirect costs or as direct costs, and are also eligible and shall be distributed to awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable.

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on-call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

Emergency Medical Services Organization is a public or private organization that provides direct emergency medical services, including medical transport.

Fire Department is an agency or organization that has a formally recognized arrangement with a state, territory, local government, or Tribal Nation authority (city, county, parish, fire district, township, town, village, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter is an individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Initial Full Alarm Assignment is the personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career departments are considered majority career if more than 50% of the active firefighting membership is salaried staff.

Majority Volunteer departments are considered majority volunteer if more than 50% of the active firefighting membership is NOT compensated for service other than a nominal stipend and insurance.

Mutual Aid is a written intergovernmental agreement between agencies or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters are organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, or federal level. Such organizations include, but are not limited to, state or local firefighter or fire chiefs' associations, and volunteer firefighter relief organizations and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

New Recruit is a volunteer that joins the department with the intent to serve as a firefighter, after the recipient is notified of the grant award (the date of the award notification email in the FEMA GO mail center).

Nominal Stipend is a stipend that does not exceed 20% of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20% threshold may be determined in one of two ways. Departments that maintain paid full-time firefighters on their payrolls may compare the stipend to the salary they pay a full-time firefighter who performs similar services to determine whether the stipend is more or less than 20% of that salary.

Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full-time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the U.S. Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.

If a stipend paid exceeds 20% of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the *Fair Labor Standards Act (FLSA)* minimum wage and overtime provisions.

Operational Budget is the funding supporting fire-related programs or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Operational Position is a position with a primary assignment (more than 50% of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call is defined as firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is composed of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter is a firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-Time Equivalent position that must be accounted for in the staffing information provided in the application.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Salary is a fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically, the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. The salary structure should be documented in writing by the employer. Note: Only costs for overtime that an employer routinely pays as a part of a firefighter's regularly scheduled and contracted shift hours to comply with FLSA are eligible salary costs under the Hiring Activity.

State is defined as any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment is the minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Supplanting is to replace or take place of funds that would otherwise be available from state or local sources, or the Bureau of Indian Affairs.

Tuition Assistance is only eligible for reimbursement of undergraduate and graduate studies, vocational/technical training, certification, and job training programs for the member of the department and not a spouse nor a dependent.

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. Application Tips

The following information may be useful when preparing a competitive application:

- NFPA – “FREE ACCESS”: as part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit <http://www.nfpa.org/freeaccess>.
- For the most competitive applications, select those local need(s) that most closely align with one or more SAFER Program funding priorities.
- Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying.
- When filling out the online application, applicants are required to provide basic demographic information regarding their organization and the community served and must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities funded. The grant recipient is under no obligation to start, modify, or complete any activities requested, but not funded by this award. Please review the Award Package.

D. Funding Limitation

Specific funding parameters are either required by law or are the outcome of recommendations from the CDP. Each requirement is identified below, followed by the source of the requirement noted in parentheses:

- A total of 10% of the funding appropriated for FY 2024 SAFER Program awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(2)).
 - No more than 33% of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, territorial, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP).
- A total of 10% of funding appropriated for FY 2024 SAFER Program awards is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters (15 U.S.C. § 2229a(a)(1)(H)).
 - A majority volunteer fire department is one that more than half its personnel do not receive financial compensation for their services, other than life, health, and worker’s compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. Although applications are normally awarded based on total score (high to low), to meet this 10% statutory set aside, the SAFER Program Office may be required to fund an application that meets the criteria for the set aside instead of a higher-scoring application that does not meet the set aside criteria (15 U.S.C. § 2229a(a)(1)(H)).
 - If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining

funds to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(1)(H)).

E. Funding Priorities

a. *Meeting the National Standards*

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

FEMA will ask applicants general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime).

FEMA will also ask applicants to indicate what their ability will be to meet that same standard if awarded grant funds. Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher pre-scores than applications resulting in smaller percentage increases in compliance.

Note: SAFER Program grants focus only on the Deployment, or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability, Section 5.2.3.1 – Engine Companies, 3.3.53 Rapid Intervention Crew). This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment, Section 4.6 Initial Firefighting Operations). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

F. Hiring Activity Overview

Grants awarded under the Hiring Activity enable volunteer, combination, and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance to hire new, additional firefighters (**New Hire**).

All the following are considerations in pre-scoring and peer review determinations: High (H), Medium (M), Low (L)

a. Compliance with NFPA Standards

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standards discussed in [Appendix B Section E. Funding Priorities](#) of this NOFO.

Current (Pre-Award) 1710/1720 Compliance Priorities	
H Never or 0%	M Half of the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%
M Sometimes or 20-39%	L Most of the time or 80-100%

New (Post-Award) 1710/1720 Compliance Priorities	
H Always or 91-100%	M Half of the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 0-19%

b. Call Volume and Population Served

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments that protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

c. Firefighter Health Measures

The health and well-being of firefighters is of paramount importance. Therefore, applicants who indicate newly hired firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify that these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580 Chapter 13, Occupational Medical: Evaluations (NFPA 1582).

Applicants should note that FEMA is working with the NFPA Technical Committee on Fire Service Occupational Safety and Health to evaluate whether the NFPA 1582 standard complies with applicable federal civil rights laws. No decisions have been made and FEMA will issue additional guidance when more information becomes available.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

d. Training Requirements

Applicants will receive higher pre-scores if the personnel funded under the grant will meet the minimum EMS training and certification requirements prescribed by the AHJ.

G. R&R Activity – Fire Departments Overview

Grants awarded under this R&R Activity are to fire departments to assist with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H)**, **Medium (M)**, **Low (L)**

a. Compliance with NFPA Standards

The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standard 1710 or 1720 as discussed in [Appendix B – Programmatic Information and Priorities, Funding Priorities](#) of this NOFO.

b. Volunteer Membership

Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteer Firefighters	
H 91-100%	M 41-50%
H 81-91%	M 31-40%
H 71-80%	L 21-30%
H 61-70%	L 11-20%
M 51-60%	L 1-10%

c. Call Volume

Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

d. Firefighter Health Measures

Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, and who indicate they will provide annual medical exams receive higher consideration. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580, Chapter 13, Occupational Medical: Evaluations (NFPA 1582). Applicants who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals
Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

e. Firefighter Training and Certification Requirements

Firefighter	
H Both Firefighter (FF) II/Emergency Medical Technician (EMT)	M FF I
H FF II	L First Responder
M Both FF I/EMT	

f. R&R Coordinator/Program Manager/Grant Administrator

R&R Coordinator
H Applicants who currently have a coordinator, program manager, or grant administrator in place
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
L Applicants who do not have, or are not requesting, a coordinator, program manager, or grant administrator

g. Regional Requests

Applications that will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due area will receive higher consideration.

A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant-awarded funds, will receive items purchased with the grant funds, or share an item purchased with grant funds.

The community identification characteristic, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any SAFER Program Activity. However, it cannot be for the same item.

In completing the application, the host applicant must include a list of all participating organizations, including a point of contact and phone number for each organization that will directly benefit from the regional project if they receive the grant. The organizations that will

benefit from the R&R Activity may also apply for funding under the SAFER Program if the organizations do not apply for a project or activity that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the organizations participating in this application have not received grants for similar items/activities.

To apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

All participants of a regional application must be compliant with SAFER Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the SAFER Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the SAFER Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award. The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible SAFER Program organization and must be a party to the MOU or equivalent document. **Copies of the MOU or equivalent document should be submitted as an attachment in the application.**

H. R&R Activity – National, State, Local, Territorial, or Federally Recognized Tribal Nation

Volunteer Firefighter Interest Organizations (Interest Organizations) Overview

Grants awarded under this R&R Activity are to applicants who identify as an Interest Organization. These grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the application, the applicant must include data that approximates the characteristics of the entire region and all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30% of the total application score.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. Compliance with NFPA Standards

The highest priority is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 as discussed in [Appendix B – Programmatic Information and Priorities, Funding Priorities](#) of this NOFO. Interest Organizations that currently have the lowest recruitment and retention rates among the entire region and all fire departments benefitting from the grant funds receive higher consideration for funding.

b. R&R Coordinator/Program Manager/Grant Administrator

R&R Coordinator	
H Applicants who currently have a coordinator, program manager, or grant administrator in place	
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position	
L Applicants who do not have, nor are not requesting, a coordinator, program manager, or grant administrator	

c. Needs Assessment

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

d. Fire Service Partnerships

Fire Service Partnerships	
H Applicants who have, or will establish, fire service partnerships as part of this project	L Applicants who will not have, nor establish, fire service partnerships as part of this project

I. Eligible and Ineligible Costs and Requirements

Regardless of the eligibility of any costs requested or the results of the review of the application conducted in accordance with [Section 7 Application Review Information](#) of this NOFO, FEMA reserves the right to approve the activities requested in an application in whole or in part.

Hiring Activity – Eligible Costs and Requirements
Eligible Costs: Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant are eligible. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Refer also to the definitions in Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO or this NOFO.

Hiring Activity – Eligible Costs and Requirements

- Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, to comply with FLSA, are eligible. For more information on FLSA, please visit the [U.S. Department of Labor](https://www.dol.gov).
- Salaries and benefits of firefighters hired with SAFER Program funding while they are engaged in initial recruit training are eligible.

Eligibility Requirements:

- Only firefighters hired (**New Hire category**) after the SAFER Program grant offer of award are eligible for grant funding.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year.
- SAFER Program grant funds will only pay for operational positions, whose primary assignment (more than half the time) is on a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer fire departments may also hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

Hiring Activity - Ineligible Costs

- The salaries and benefits of full-time firefighters who are employees at the time of grant award are ineligible to be funded under this grant.
- Job-sharing positions (e.g., utilizing more than one person to fill a full-time SAFER Program-funded position) are ineligible.
- The SAFER Program may not be used to fund promotions (e.g., to pay a current member a higher salary by placing him/her in a new SAFER Program-funded position).
- Pre-application costs, such as grant writer fees, administrative costs (e.g., physicals/medical exams, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters (e.g., PPE/Turnout Gear) are ineligible (this does not include the salaries and benefits of firefighters hired under the SAFER Program while they are engaged in training).
- Costs for additional benefits such as uniform allowances, education stipends, meal allowance, etc., that are not contractually obligated, included as part of the standard benefits package for all employees, and reimbursed via payroll are ineligible.

- Costs of annual physicals/medical exams are ineligible.
- Overtime costs (including overtime for holdovers, extra shifts, to attend training, etc.) are ineligible (except as noted in “eligible costs” above).
- M&A costs.
- Indirect costs.

R&R Activity – Eligibility Requirements

- Applicants must correlate the activities for which funding is requested and the identified recruitment or retention problems or issues to be addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.
- SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- FEMA recommends that departments consult their AHJ or the department’s legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]/Retirement Program).
- All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage or service delivery on all contracts and agreements may not begin prior to or extend beyond the period of performance of the grant. FEMA may permit prorated costs to be charged to the grant for training courses that begin during the period of performance but end after the period of performance ends.
- All funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs before or after being awarded.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

R&R Activity – Eligible Costs: High Priority

- Costs to support a staffing needs assessment identifying the operational staff and support that are required to carry out fire department responsibilities safely and effectively (e.g., supplies for data collection, contractors, or personnel to collect and analyze data, software programs, etc.).
 - **Note:** If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
- Costs to support a R&R Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.).
 - **Note:** Computers for these positions are low priority items.
- Marketing Program to recruit new volunteer firefighters, such as:
 - Media advertising (e.g., television, radio, social media);
 - Print advertising (e.g., newspapers, billboards, signs, banners, brochures, flyers); and,
 - LED/electronic sign. **Note:** this is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75% of usage must be dedicated to R&R activities. Allowable costs may be limited to reasonable amounts as determined by FEMA. Additional restrictions apply (for details see [Section 10.B.a. Environmental Planning and Historic Preservation \(EHP\) Compliance](#) of this NOFO).
 - **Note:** If requesting funds to recruit new members, a marketing plan must be in place, or the application must show a marketing plan will be implemented either with grant funds (requested as a line item) or that the applicant will implement a marketing plan using existing department resources.
- New Member Costs may include:
 - Entry-level physical exam for each new recruit;
 - Annual physicals for newly recruited members⁴; and
 - Station duty uniforms.
- Wellness and Fitness for Existing Members. Wellness and Fitness costs of an annual exam may include:
 - Physical exams;
 - Job-related immunization;
 - Periodic Physical Exam/Health Screening;
 - Behavioral health; and
 - Cancer Screening Program to meet NFPA 1582.
 - All grant-funded physicals (except those for explorers/cadets) must meet NFPA 1582 standards (Chapter 9, Occupational Medical Evaluation).
- Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- New recruit basic training that is not covered under a department's normal operating budget, and as required by the AHJ to meet minimum firefighter certification (e.g., cardiopulmonary resuscitation (CPR), First Responder, EMT, FF1, FF2).

⁴ The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <https://www.fstaresearch.org>.

R&R Activity – Eligible Costs: High Priority

- Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending required basic training is also eligible.
- **Note:** costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Leadership or career development training when used as a retention incentive that is not covered under a department's normal operating budget.
 - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs and per diem while attending leadership/career development training or conferences are also eligible.
 - **Note:** costs for mileage/transportation, lodging and meals must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
 - Courses must provide Continuing Education Units (CEU) or certificates of completion to be eligible.
- Instructor/train-the-trainer training that is not covered under a department's normal operating budget.
 - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending instructor/train-the-trainer training are also eligible.
 - **Note:** Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Tuition assistance for higher education (including books, lab fees and student fees).
 - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements and specific to an accredited university or trade school program.
 - Courses are not limited to firefighter training or education.
 - Only tuition payments for classes offered and taken during the period of performance are allowable.
 - Computers for individual students are not eligible for funding.
 - Payments for student loans are not eligible for funding.
 - Recipients must provide internal policies that explain how funding is administered.
 - Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- PPE/Turnout Gear.
 - PPE may only be funded for new firefighters that join the department after the date of grant award, that successfully pass an NFPA 1582-compliant physical, and that are certified as "fit for duty." PPE purchased with SAFER Program funding must be utilized by adequately trained staff.
 - Funds are available to acquire Occupational Safety and Health Administration-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at <http://www.nfpa.org/freeaccess>.
 - Only actual costs for PPE are allowed.

R&R Activity – Eligible Costs: High Priority

- Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- To receive payment, recipients must provide the following documentation to support the purchase of PPE:
 - Invoices/proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) for PPE.
 - Proof that the firefighter(s) have passed an NFPA 1582-compliant physical and are certified as “fit for duty.”
- Eligible PPE Expenditures:
 - Only one set of PPE for structural and wildland firefighting per each new recruit.
 - The SAFER Program considers a complete set of structural PPE to be comprised of one self-contained breathing apparatus (SCBA) mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, the SAFER Program will consider all statutorily required items to be part of a complete PPE set.
 - The SAFER Program considers a complete set of wildland PPE to be comprised of one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen/hydration system.
- Traditional therapies and preventative care facilitated by a licensed mental health or physical healthcare provider.
- LOSAP or Retirement Program:
 - New LOSAP or Retirement Programs (meaning the department has never had a LOSAP or Retirement Program).
 - Increasing existing LOSAP or Retirement Program coverage to include newly recruited members (FEMA will only fund the increase portion of the program).

Note: FEMA will not fund LOSAP or Retirement Programs that were previously funded by a SAFER Program grant.

R&R Activity – Eligible Costs: Medium Priority

- Nominal stipends, as defined under [Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO](#) in this NOFO for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g., Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, or responding to incidents.
 - Food vouchers may be used for nominal stipends if the Narrative supports their use as an effective recruitment and retention tool for the department. However, food vouchers must be issued through formally adopted SOPs.
 - Award recipients must maintain records of all food vouchers including firefighter name, amount, date received, and signature of the receiving firefighter.
 - Gift cards may not be used for nominal stipends. For information on gift cards, see Low Priority – Awards/Incentives below.
 - Only actual costs for stipends are allowed.

R&R Activity – Eligible Costs: Medium Priority

- Allowable costs may be limited to reasonable amounts as determined by FEMA.
- Costs to support explorer/cadet, and mentoring programs, such as:
 - Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) for each newly recruited cadet/explorer per the department's documented uniform policy.
 - Training (Non-Immediate Danger to Life and Health [IDLH]).
 - One set of structural or wildland PPE as defined above for each new cadet/explorer that joins the department after the date of grant award, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582.
 - One introductory physical exam per each newly recruited explorer/cadet.
- Insurance packages (e.g., AD&D, workers compensation, disability, health, dental, life).
- Exercise equipment is limited to no more than \$10,000 total per grant award.
- Wellness programs (e.g., group fitness led by health instructors that come to the department).

R&R Activity – Eligible Costs: Low Priority

- New Member Costs. Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots) for new firefighters that join the department after the date of grant award, per the department's documented uniform policy.
 - **Note:** Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program.
- American National Standards Institute-approved retro-reflective highway apparel.
- PPE gear bags.
- Costs for advanced training not currently covered under the department's operating budget (e.g., extrication training, specialized equipment training, swift water rescue, etc.). Advanced training requests are only eligible for members who have already met the minimum firefighter certifications required by the AHJ and must closely correlate to the applicant's recruitment and retention goals.
 - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending advanced training are also eligible.
 - **Note:** Costs for mileage and transportation costs, lodging costs, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Two computers (including monitor, keyboard, mouse) and printer for grant-appointed R&R Coordinator, Program Manager, and/or Grant Administrator.
- Awards or Incentive program for participation in operational (firefighting) activities, such as operational training or responding to incidents (e.g., length of service plaques, gift cards for top responders, non-uniform clothing).

R&R Activity – Eligible Costs: Low Priority

- Non-uniform clothing (limited to a shirt, a jacket, or a pullover) as part of an award program only.
 - **Note:** Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program.
- Gift Cards: a logbook for the purchase and issuance of gift cards is required. The logbook should include name of recipient, date, amount of card, reason for issuance, and signature of recipient. Gift cards should be issued to operational firefighters who have completed the minimum firefighter training required by the AHJ.
- LED/electronic sign when it is not included as part of a comprehensive marketing program.
- Fire service association membership fees.
- Projector or screen to support classroom training.
- Payments for housing or rent for volunteers at or near the fire station.
- Other costs associated with new recruits (background checks, aptitude tests, etc.).
- Station modifications/remodeling/renovation of existing facilities.
 - Remodeling/renovations to an existing facility are allowable (e.g., converting space into bunkroom) and must correlate to the identified recruitment or retention problems or issues being addressed with the grant. The renovations must be minor interior alterations not to exceed \$10,000 total per grant award.
 - Remodeling/renovations may not change the footprint or profile of the building.
 - Any request for modifications to facilities may require EHP review (for details see [Section 10.B.a. Environmental Planning and Historic Preservation \(EHP\) Compliance](#) of this NOFO). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding, including coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements. Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements.
 - Written approval must be provided by FEMA before using any SAFER Program funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

R&R Activity – Eligible Costs: Non-Prioritized Costs

- M&A costs up to 3% of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. M&A costs must be identifiable and directly related to the implementation and management of the SAFER Program grant. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

R&R Activity – Eligible Costs: Non-Prioritized Costs

- Indirect costs for national, state, local, or federally recognized Tribal Nation volunteer firefighter interest organizations that are expended pursuant to [Section 3.H. Indirect Costs \(Facilities and Administrative Costs\)](#).
- Up to \$1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid between 90 days before the publication date of this NOFO and up to 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. For details see [Appendix C – Award Administration Information, Grant Writer/Preparation Fees](#).
- Audit costs proportional to the total SAFER Program award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Program award, and they must be incurred during the period of performance.

R&R Activity – Ineligible Costs

This list is not exhaustive:

- Salary and benefits for firefighters.
- Retroactive payments or recognition for operational services rendered prior to the grant award.
- Costs incurred (including the delivery of goods or services) outside of the period of performance except for grant writer fees; see [Appendix C – Award Administration Information, Grant Writer/Preparation Fees](#).
- Fire suppression equipment.
- Vehicles.
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators).
- Supplies, expendables, or “onetime” use items such as foam, fuel/propane, breaching materials (e.g., wood or sheetrock).
- Sirens, warning lights for fire department or private vehicles, or other outdoor warning devices.
- Communication equipment and monthly expenses including cell phones, pagers, portable radios, or Computer- Aided Dispatch systems.
- Video cameras/recording equipment.
- Photographs/photographer unless part of a marketing contract for recruitment of new members.
- Intruder alerting systems and deployment notification systems.
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters).
- Payments for travel to or participation in leisure or social activities such as theater tickets, entertainment tickets, and trips (e.g., professional sporting events).
- Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.

R&R Activity – Ineligible Costs

- Costs for food or refreshments that are not part of a conference or training hosted by the grant recipient (food vouchers can be requested as a nominal stipend but must be provided only under formally adopted SOPs).
- Costs for training currently covered under the department's operating budget (e.g., tuition or instructor fees for department-mandated, basic-level training).
- Tuition assistance for family members of the volunteer.
- Services at a member's personal residence (e.g., internet access, plowing of driveways).
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment.
- "Giveaways" for recruitment events, such as stickers, pencils, pens, t-shirts, cups, mugs, or balloons.
- Fees for courses and training that are available free of charge on the internet or at state/local training facilities (e.g., NIMS 100, 700, 800).
- Costs for fuel. Costs for travel to training or other eligible activities are reimbursed through mileage rates.
- Gym Memberships.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs).
- Station internet access/user fees and equipment to install internet (such as routers).
- Continued funding of an existing (or previously funded through the SAFER Program) LOSAP or Retirement Program.
- Computers in common areas or individual computers for training/education.
- Copiers/printers.
- Incentives for career firefighters within the recipient's fire department.
- Ineligible explorer/cadet/mentoring program expenditures:
 - SCBAs, including masks/face pieces.
 - Anything involving the IDLH atmosphere.
 - Any activities precluded by the AHJ.
- Ineligible PPE expenditures:
 - Three-quarter length rubber boots.
 - SCBAs (not including SCBA masks/face pieces).
 - PASS Devices.
 - Spare cylinders.
 - Bomb disposal suits.
 - PPE for hazardous materials and other specialized incidents.
 - More than one set of structural or wildland PPE per newly recruited member (within the period of performance).
- PPE for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.

13. Appendix C – Award Administration Information

Appendix C contains detailed information on SAFER Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

A. Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email HOTLINE@oig.dhs.gov.

B. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the “Grant Request Details” section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to \$1,500 per annum. The allowability of grant writer fees as a pre-award expenditure must be paid between the 90 days before the publication date of this NOFO and up to 30 calendar days after the application period closes. For the grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant’s intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:

1. A copy of the grant writer’s contract for services;
2. A copy of the invoice or purchase order;
3. A copy of the canceled check (front and back); and
4. Evidence that the services were competitively procured.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

Note: FEMA requires that all applicants identify the following as “Application Participants” in the “Contact Information” section of the application: Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget; whether that person, entity, or agent is compensated or not; and whether the assistance took place before submitting the application.

C. Maintenance and Sustainment

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance if the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

D. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible SAFER Program acquisition activity may be charged to a SAFER Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the SAFER Program application narrative, as well as the “Grant Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity are not chargeable to any SAFER Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status, or certification from a governmental authority attesting to its exempt status. For more information, please visit <http://www.fcc.gov>.*

E. Excess Funds

After completing the initial project(s) proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These excess funds may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need. An amendment request must be submitted to document the expenditure of excess funds. As a reminder, all costs must be incurred, and all goods and services must be delivered or completed within the period of performance to be allowable.

F. Payments and Amendments

FEMA uses the Direct Deposit/Electronic Funds Transfer method of payment to recipients.

SAFER Program payment/drawdown requests are generated using FEMA GO. SAFER Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time, request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

a. *Advances*

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include all applicable source documentation such as invoice(s), purchase orders, contracts, etc., to support the costs associated with the advance SAFER Program payment/drawdown requests. EHP review requirements must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient.

Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the *Cash Management Improvement Act (CMIA)* and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

b. *Reimbursement*

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of SAFER Program approval for reimbursement requests, recipients shall submit all applicable source documentation, such as payroll records, timecards, contracts, invoices, purchase orders, proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the costs associated with each payment/drawdown request.

c. *Rebates*

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate-adjusted Cost Share.

d. *Payment Requests During Closeout*

A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain

FEMA Version 25-01

clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance. FEMA may request documentation supporting the reimbursement for review at any time.

e. Amendments

FEMA may approve SAFER Program award amendments on a case-by-case basis for the following reasons:

- Extension of the period of performance to complete the scope of work under the R&R Activity;
- Changes to the activity, mission, retroactive approval (pre-award), closeout issues, and some excess funds requests;
- Budget changes (adding funds to award/non-closeout deobligation of funds); and
- Change of key personnel.

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner to be consistent with SAFER Program goals and objectives.

Note: A recipient may deobligate or return unused funds (i.e., those remaining funds previously drawn down via payment request or remaining award funding that was never requested) to FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (e.g., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's cost share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.

G. Disposition of Grant-Funded Equipment

A recipient must use, manage, and dispose of SAFER Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. Except for state governments, when original or replacement equipment acquired under a SAFER Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting the SAFER Help Desk before disposing of SAFER Program-funded equipment.

H. Post-Award Recipient Responsibilities

Once awarded, recipients under the Hiring Activity must submit a pre-SAFER Program roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are employees at time of award. FEMA compares the pre-SAFER Program roster to names submitted for SAFER Program-funded positions to ensure that the SAFER Program-funded firefighters are new employees.

The SAFER Program Office will work with recipients to establish the correct staffing maintenance numbers, which combine the number of pre-SAFER Program and SAFER Program-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients under the Hiring Activity who lay off any operational personnel during the period of performance will be considered in default of their grant and the award will be terminated. In those situations, recipients may be required to return the federal funds disbursed under the grant award.

Recipients who are unable, due to documentable economic hardship, to backfill non-SAFER Program operational positions vacated through attrition (e.g., resignation, retirement) after receiving an award may petition FEMA to waive the staffing maintenance requirements.

Approved waivers allow recipients to decrease and reestablish the staffing maintenance numbers agreed to at the time of award by the number of positions that recipients are unable to fill. To qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not just the fire department. FEMA will not grant waivers for SAFER Program-funded positions. Recipients who fail to maintain the required level of staffing risk losing federal funds awarded under this grant.

Recipients must agree that, notwithstanding any provision of other laws, firefighters hired under these grants will not be discriminated against or be prohibited from engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit and hire military veterans to increase their ranks within their departments.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 6/10/2025
Angela Egan, Purchasing Manager 6/13/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Chris Hobby, Assistant City Manager 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: Replacement Vehicle for Stormwater Department

Recommendation:

Approve the purchase of a new vehicle in the Stormwater Department up to the budgeted amount of \$47,000.

Discussion:

In an effort to keep properly functioning vehicles in circulation and use, staff are seeking approval to purchase the vehicle budgeted for FY25. In the fiscal years since COVID, staff have encountered an issue with order dates from dealerships opening and closing with little notice. If approved by City Council, the requested vehicle will either be purchased through state contract or competitive quote solicitation. Staff will follow all state laws and city ordinances when purchasing the Council-approved vehicle. Additionally, a report of the purchased vehicle including the awarded vendor and total cost will be provided at the council meeting following the purchase. If the vehicle purchase exceeds the budgeted amount listed below, it will require further council approval before it is purchased.

The specific vehicle is a 2025 Ford Explorer which will be purchased for the use of the Stormwater Manager. The current vehicle used for this position (2017 Ford F150) will then be repurposed to replace the 2006 Ford Ranger in use by the Stormwater System Inspector. The 2006 Ford Ranger will then be surplused.

Budget Impact:

\$47,000 is allocated in the Stormwater Vehicle line item. Anticipated vehicle cost is approximately \$44,986.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 6/12/2025
Chris Hobby, Assistant City Manager 6/13/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: Station 85 Engineering Services

Recommendation:

Award civil design of Fire Station 85 to Integrated Science and Engineering in the amount of \$59,150.

Discussion:

The Fire Station 85 project has entered the design phase, which requires the development of complete civil engineering plans. These plans include mass grading, storm drainage, hydrology, GDOT coordination, utility connections, and landscaping design.

Quotes were solicited from several firms with prior experience working with Peachtree City. The following proposals were received:

- Integrated Science & Engineering: \$59,150 (revised)
- Falcon Design: \$62,000
- Pond: \$136,325

ISE initially submitted a lower-cost proposal of \$54,050, but it excluded landscaping design and cost estimating. Upon request, ISE submitted a revised quote that included those elements while maintaining the lowest total cost.

ISE has consistently delivered quality work on past city projects. Their familiarity with Peachtree City's standards and requirements will allow the project to move forward efficiently and cost-effectively.

Budget Impact:

The cost of services is within the project's approved budget.

Attachments:

1. FS 85 ISE Recommendation

Peachtree City
Project Name: Fire Station 85

Proposal for the appointment of Civil Engineer

Introduction:

The proposed construction of Fire Station 85 needs to move forward with the design phase of the project. An initial site plan has been developed to understand the best orientation of the building on the site. The next step in the process is to appoint a Civil Engineer to develop the civil plans which include the mass grading, the storm drains, sewer and other utility connections.

Bid Process:

The Engineering Team sort quotes for Civil Engineering from various companies that have worked with Peachtree City previously.

The following quotes were received:

Responding Companies	Total Bid
Falcon Design	\$62,000
Pond	\$136,325
Integrated Science & Engineering (ISE)	\$54,050

Analysis of the Bids:

The two lowest bids from Falcon and ISE were analyzed. It was discovered that ISE had not included costs for Landscaping Design or a Cost Estimate. ISE were contacted and asked to provide a revised quote to include these two items.

The breakdowns of the quotes, including the ISE revised quote are as follows:

	ISE	Falcon	Pond
Category			
Project Management	\$5,250	Incl. below	\$14,960
Construction Documents / Design	\$38,675	\$38,000	\$118,865
GDOT	\$5,750	\$6,000	incl. above
Cost Estimate	\$1,625	\$3,000	incl. above
Hydrology / Storm water	\$7,850	\$15,000	incl. above
Expenses	not incl.	not incl.	\$2,500
TOTALS	\$59,150	\$62,000	\$136,325

Recommendation:

Integrated Science & Engineering have submitted the lowest cost proposal which meets all the civil engineering design needs for this project. They have worked on projects for Peachtree City in the past and have always provided a good service. The Project Team recommends the appointment of ISE for the Civil Engineering Design of Fire Station 85.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 6/11/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: Planning Commission Appointments

Recommendation:

Appoint Christopher Jenkins, Robert Halverson, and Jack Allen to fill the vacated Planning Commission seats as the selection committee recommended.

Discussion:

The Planning Commission has three seats available; with the resignation of Brett Hanes, whose term ends on September 30, 2027, the resignation of Felicia Reeves, whose term will expire on September 30, 2026, and a vacant alternate position. The application period was open for four weeks, and eight applications were received. All applicants were interviewed by the selection committee, comprised of Mayor Kim Learnard, Council Member Clint Holland, and Planning Commission Chairperson Scott Retenour. The selection committee recommends appointing Mr. Christopher Jenkins to the term ending in 2027, Mr. Robert Halverson to the term ending in 2026, and Mr. Jack Allen as the alternate.

Budget Impact:

There will be no impact on the budget.

Attachments:

None

SUMNER | MEEKER
LLC
ATTORNEYS AT LAW

THEODORE P. MEEKER, III

14 EAST BROAD STREET
NEWNAN, GEORGIA 30263

TELEPHONE 770-251-1750
FACSIMILE 770-251-1770
tmeeker@numail.org

TO: City Council
Peachtree City, Georgia

FROM: Theodore P. Meeker, III
City Attorney



DATE: June 13, 2025

RE: Public Declaration of Public Road and Approval of Easement

The property on the attached image was dedicated to the City on May 8, 2006. It has been continuously used as an access road and cart path since it was conveyed to the City. That access road provides use to the public and also provides a means for ingress and egress to adjacent parcels.

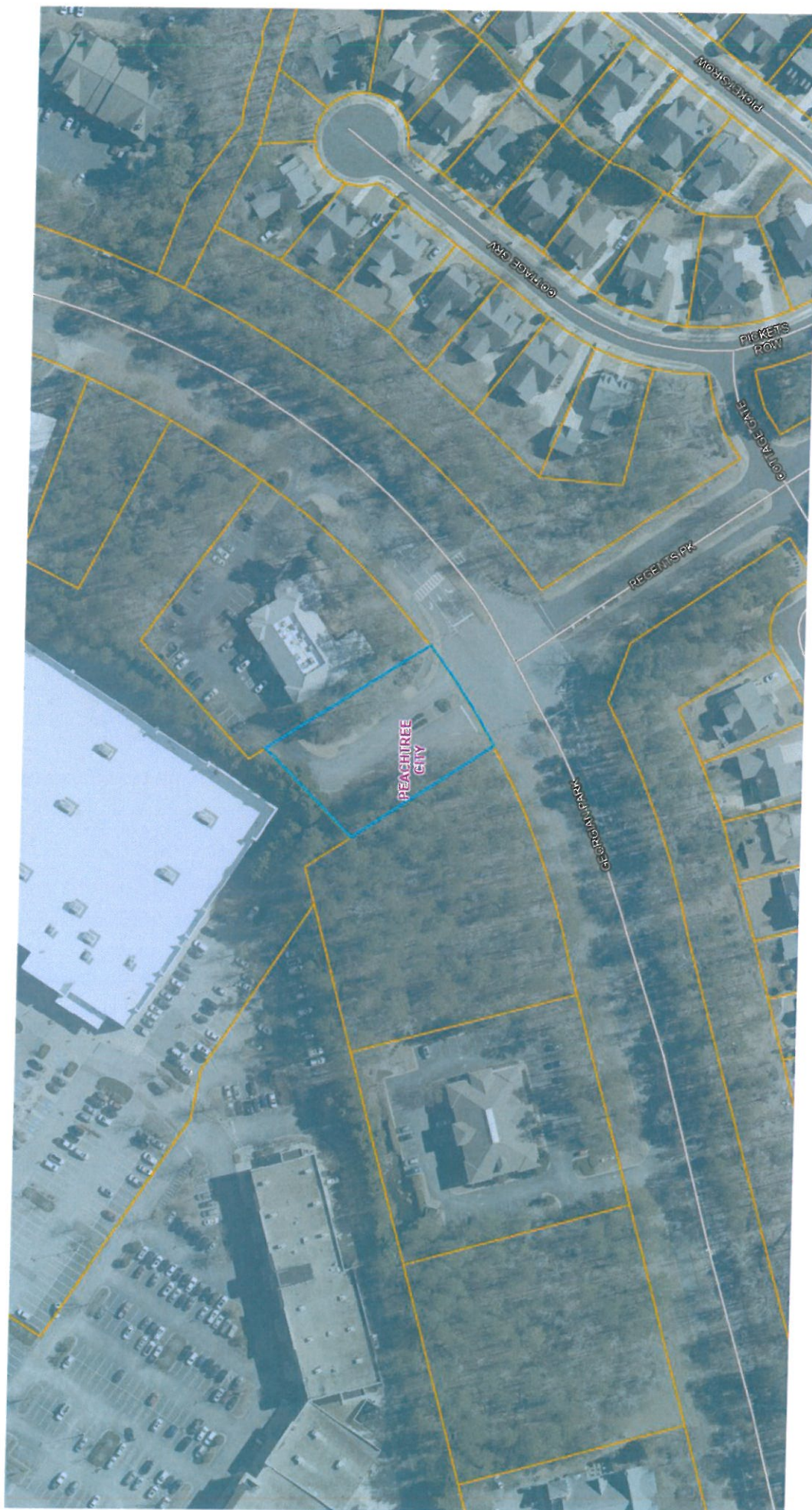
The City has never formally declared that the road is a part of the city's street system and can be used by the public. The adjacent property owner has requested that such action be taken so that there will be no issues from a title standpoint as to its ability to use the property for ingress and egress. The attached resolution will accomplish this.

In addition, the adjacent property owner has determined that the City's cart path encroaches onto its property. The owner desires to convey an easement to the City to resolve any potential encroachment issues.

Requested actions:

1. That Council makes a motion to adopt the attached resolution.
2. That Council makes a motion to approve the attached easement.

TPM/jm
Attachments



Resolution No. _____

ORDER AND RESOLUTION
TO DECLARE CERTAIN PROPERTY AND ROADWAY AS A PUBLIC STREET OF
THE CITY OF PEACHTREE CITY, GEORGIA

Fayette County Tax Parcel No. 0735 053

WHEREAS, Peachtree City, Georgia, owns and operates public streets, roads, highways and transportation systems for vehicular and pedestrian traffic on behalf of the residents of Peachtree City; and

WHEREAS, the property described in the deed recorded in Deed Book 3010, Pages 494-497 (hereinafter the "Property") was conveyed to Peachtree City. A true and correct copy of said deed is attached hereto as Exhibit "A" and is incorporated herein by express reference; and

WHEREAS, prior to the Property being conveyed to Peachtree City, and continuously since such conveyance, the Property has been used as a public right of way, providing access to the general public for transportation purposes, for use as a multi-use path, and affording access to property owners adjacent thereto; and

WHEREAS, the City Council of Peachtree City desires to publicly declare the Property as a part of the City's system of streets.

NOW THEREFORE, it is found by the City Council of Peachtree City that the Property is a part of the City's street system pursuant to O.C.G.A. §§ 32-4-91 and 32-4-92; and

IT IS ORDERED AND RESOLVED that the City Council of Peachtree City dedicates the Property to the public for public use, and accepts the Property as a publicly dedicated right of way.

IT IS FURTHER ORDERED AND RESOLVED that the Property shall be a part of the Peachtree City street system, and that the Property may be used by the public for transportation and pedestrian purposes, and that the parcels adjacent to the Property shall be permitted to use the Property for access, ingress and egress, in accordance with Georgia Law and Peachtree City ordinances pertaining thereto.

SO ORDERED AND RESOLVED in lawfully assembled open session, this
____ day of _____, 2025.

ATTEST:

PEACHTREE CITY, GEORGIA

Yasmin Julio, City Clerk

Kim Learnard, Mayor

(SEAL)

PEACHTREE CITY
STATE OF GEORGIA

I, Yasmin Julio, do hereby certify that I am the City Clerk of Peachtree City, Georgia.

I further certify that the foregoing _____ pages constitute a true and exact copy of an Order and Resolution of the City Council of Peachtree City, Georgia, entered on the _____ day of _____, 2025, as same applied to the tract or parcel of land described in said _____ pages; and the original of said Order is on file at my office at Peachtree City City Hall, 151 Willowbend Road, Peachtree City, Georgia 30269.

Given under my hand and seal, this ____ day of _____, 2025.

Yasmin Julio, City Clerk
Peachtree City, Georgia

[SEAL]

After Recording, Return To:
Ted Meeker
Davis & Meeker, LLC
6631 Watson Street
Union City, GA 30291

Doc ID: 007113230004 Type: GLA
Filed: 05/12/2006 at 11:40:00 AM
Fee Amt: \$16.00 Page 1 of 4
Transfer Tax: \$0.00
Fayette, Ga. Clerk Superior Court
Sheila Studdard Clerk of Court
BK **3010** PG **494-497**

STATE OF GEORGIA

COUNTY OF FAYETTE

LIMITED WARRANTY DEED

THIS INDENTURE, made and entered into this the 8th day of MARCH, 2006 between PEACHTREE CITY HOLDINGS, L.L.C., a Georgia limited liability company, as party of the first part, hereinafter called "Grantor", and the CITY OF PEACHTREE CITY, as party of the second part, hereinafter called "Grantee" (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH THAT: Grantor, for and in consideration of the sum of TEN AND NO/100THS DOLLARS (\$10.00) in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee, its successors and assigns, subject to the reservations and restrictions hereinafter stated, unto the following described property:

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lot(s) 134 of the 7th District of Fayette County, Georgia and being more particularly described as follows:

[See Exhibit "A" attached hereto and incorporated herein]

By this conveyance, Grantee agrees to accept the described property upon the following terms and conditions:

- a. Grantee shall allow one side yard curb cut from Outlot #10 on to said public drive. [See Exhibit "B" attached hereto]

This conveyance and the limited warranty of title herein are expressly made subject to the following:



Book: 3010 Page: 494 Seq: 1

- (i) Current city, state and county ad valorem property and sanitary taxes not yet due and payable;
- (ii) All zoning ordinances and governmental restrictions affecting the above described property;
- (iii) General utility, sewage, drainage and access easements and pedestrian or cart paths now affecting the Property;
- (iv) Those matters that would be revealed by a survey, or physical inspection, of the Property if such survey or inspection were made.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor, for itself, its successors and assigns, will warrant and forever defend the right and title to the above described property unto the said Grantee, its successors and assigns only, against the claims of all persons claiming under, by or through Grantor and no other.

IN WITNESS WHEREOF, the Grantor has caused this indenture to be executed by and through its duly authorized officer on this the day and year first above written.

Signed, sealed and delivered in our presence this 8th day of March, 2006

PEACHTREE CITY HOLDINGS, L.L.C.

G. Patrick Hays
Unofficial Witness

By: Efeth Prits
Title: CFO

Ruth Arthur
Notary Public



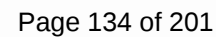
EXHIBIT "A"

PEACHTREE CITY TRACT

All that tract or parcel of land lying and being in Land Lot 134 of the 7th District, Peachtree City, Fayette County, Georgia, and being more particularly described as follows:

Commencing at a point located at the intersection of the Northerly right-of-way line of Georgian Park (having a 130-foot right-of-way) and the Easterly right-of-way of Newgate Road (having a 60-foot right-of-way); Thence along the Northerly right-of-way line of Georgian Park, South 54 degrees 44 minutes 45 seconds East, a distance of 108.08 feet to a point; Thence along a curve to the left, an arc length of 245.58 feet, said curve having a radius of 650.00 feet with a chord distance of 244.12 feet, at South 65 degrees 33 minutes 56 seconds East to a 5/8" rebar set; Thence along a curve to the left, an arc length of 101.12 feet, said curve having a radius of 650.00 feet with a chord distance of 101.01 feet, at South 80 degrees 50 minutes 58 seconds East to a 5/8" rebar set; Thence leaving said right-of-way, North 07 degrees 02 minutes 18 seconds West, a distance of 213.22 feet to a 5/8" rebar set; Thence North 74 degrees 45 minutes 15 seconds East, a distance of 173.39 feet to a 1 1/2" rebar found; Thence North 74 degrees 45 minutes 15 seconds East, a distance of 807.61 feet to a point; Thence North 74 degrees 45 minutes 15 seconds East, a distance of 41.18 feet to a 5/8" rebar set; Thence South 33 degrees 14 minutes 45 seconds East, a distance of 63.13 feet to a point, said point being the **TRUE POINT OF BEGINNING**; Thence North 45 degrees 01 minutes 09 seconds East, a distance of 132.78 feet to a point; Thence South 33 degrees 14 minutes 45 seconds East, a distance of 199.92 feet to a 1 1/2" rebar found on the Northerly right-of-way line of Georgian Park (having a 130-foot right-of-way); Thence along said right-of-way, along a curve to the right, an arc length of 130.12 feet, said curve having a radius of 885.00 feet with a chord distance of 130.00 feet, at South 56 degrees 45 minutes 15 seconds West to a 5/8" rebar set; Thence leaving said right-of-way, North 33 degrees 14 minutes 45 seconds West, a distance of 172.92 feet to a point, said point being the **TRUE POINT OF BEGINNING**.

Said tract of land contains 0.561 Acres.



Property Description
Kedron Village – Outlot 10
Cart Path Easement
(Date: 6-13-2025)

All that tract or parcel of land lying and being in Land Lot 134 of the 7th District, of Fayette County, City of Peachtree City, Georgia, and being more particularly described as follows:

Commencing at the northwesterly end of the mitered right-of-way intersection between the southerly right-of-way of Georgian Park (130-foot right-of-way) and the westerly right-of-way of Regents Park (100-foot right-of-way), thence departing said right-of-way along a Tie Line North 26 degrees 10 minutes 13 seconds West, a distance of 130.13 feet to a concrete monument found on the northerly right-of-way of said Georgian Park at the common line between OutLot 10 of Kedron Village Shopping Center (on the West) and the Peachtree City Tract (Plat Book 41, Page 164)(on the East)(aka Regents Park Extension – Per Civil Action File No. 2003V-1218(CE)), said point having Georgia State Plane Coordinate values Northing: 1,249,994.23; Easting: 2,167,685.81; Thence continuing with said northerly right-of-way of said Georgian Park along a curve to the right having an arc length of 8.62 feet, with a radius of 885.00 feet, being subtended by a chord bearing of South 61 degrees 10 minutes 56 seconds West, for a distance of 8.62 feet to a point, said point being the **POINT OF BEGINNING**; Thence continuing with said right-of-way along a curve to the right having an arc length of 14.32 feet, with a radius of 885.00 feet, being subtended by a chord bearing of South 61 degrees 55 minutes 30 seconds West, for a distance of 14.32 feet to a point; Thence departing said right-of-way North 17 degrees 31 minutes 30 seconds East, a distance of 29.47 feet to a point; Thence South 33 degrees 19 minutes 52 seconds East, a distance of 13.43 feet to a point; Thence South 19 degrees 37 minutes 26 seconds West, a distance of 10.76 feet to a point, which is the **POINT OF BEGINNING**.

Said tract or parcel of land contains 0.005 Acres (206 Square Feet).

LEGEND

STANDARD ABBREVIATIONS

CMF CONCRETE MONUMENT FND
FND FOUND
POB POINT OF BEGINNING
POC POINT OF COMMENCING
SSMH SANITARY SEWER MANHOLE

STANDARD SYMBOLS

○ CALCULATED POINT
(UNLESS NOTED OTHERWISE)
—SS— SANITARY SEWER LINE



Professional Land Surveying Services

1660 Barnes Mill Road
Marietta, Georgia 30062

Phone: (770) 795-9900
Fax: (770) 795-8880

www.geosurvey.com
EMAIL: info@geosurvey.com
Certificate of Authorization #LSF-000621

NORTH
(GRID NORTH GA. WEST)



GRAPHIC SCALE 1" = 30'



EASEMENT EXHIBIT

City of Peachtree City

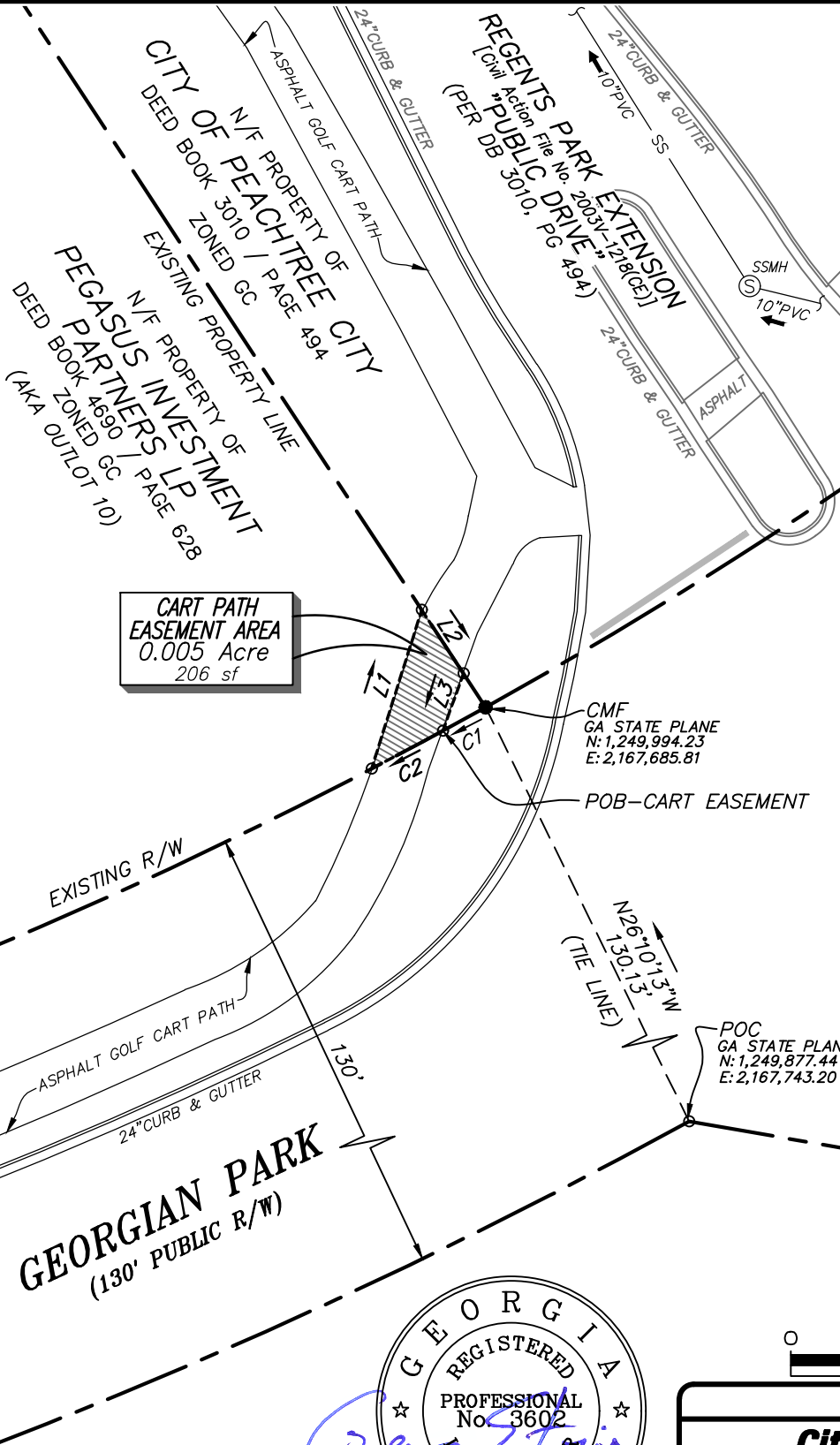
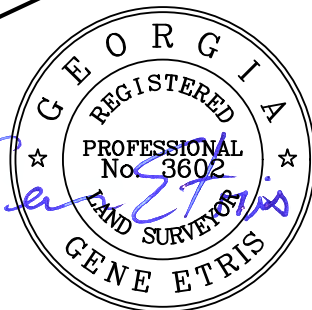
JOB NO:	20063003	DRAWING SCALE:	1" = 30'
FIELD WORK:	JE	CITY:	PEACHTREE CITY STATE: GA
PROJ MGR:	GEE	COUNTY:	FAYETTE DISTRICT: 7th
REVIEWED:	DLH	LAND LOT:	134
DWG FILE:	3003-3 CortEsmt.dwg	SURVEY DATE:	6-11-25
		EXHIBIT DATE:	6-13-25

LINE TABLE

LINE	BEARING	DISTANCE
L1	N17°31'30"E	29.47'
L2	S33°19'52"E	13.43'
L3	S19°37'26"W	10.76'

CURVE TABLE

CURVE	CHORD L	CHORD BRG	RADIUS	ARC LEN
C1	8.62'	S61°10'56"W	885.00'	8.62'
C2	14.32'	S61°55'30"W	885.00'	14.32'



After recording, return to:

City Engineer
Peachtree City
209 McIntosh Trail
Peachtree City, Georgia 30269

DEED OF EASEMENT

This Deed of Easement ("**Agreement**") is made this ____ day of _____, 2025, by and between PEACHTREE CITY, GA (1501 GEORGIAN PARK) LLC, an Illinois limited liability company (hereinafter "**Grantor**") and the CITY OF PEACHTREE CITY, a political subdivision of the State of Georgia (hereinafter "**Grantee**").

WITNESSETH

WHEREAS, The Grantor is the owner of the land lying and being in Land Lot 134 of the 7th Land District of Fayette County, Georgia legally described on Exhibit A attached to this Agreement (the "**Property**"), and;

WHEREAS, The Grantee has requested that the Grantor grant and convey to the Grantee a permanent golf cart path easement over, upon, across, and under and through a portion of the Property of the Grantor for the purpose of operating, maintaining, repairing, inspecting and reconstructing the existing golf cart path on the Property and the Grantor has agreed to do so.

NOW, THEREFORE, for and in consideration of the sum of ten dollars (\$10.00) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Grantor and Grantee agree as follows:

1. Recitals. The recitals set forth above are hereby adopted and incorporated herein and made a part of this Agreement.

2. Grant of Golf Cart Path Easement. Grantor does hereby give, grant, and convey unto the Grantee, its successors and assigns, the non-exclusive right, privilege and easement (the "**Easement**") to operate, maintain, repair, inspect and reconstruct the existing golf cart path on the portion of the above-referenced Property of the Grantor legally described and depicted on Exhibit B attached to this Agreement (the "**Easement Area**"), subject to the terms and conditions set forth in this Agreement.

3. Use of Easement. In Grantee's use of the Easement, Grantee shall avoid any damage to or material interference with the Easement Area and shall not take any action that would block or impede the ability of Grantor to access the Easement Area. No barriers, fences or other obstructions shall be erected within the Easement Area so as to preclude or hinder access, ingress, egress and passage over or use of the Easement Area, except for temporary barriers or obstructions reasonably required in connection with the repair or replacement of the golf cart path located therein.

4. Maintenance. Grantee shall operate, maintain, repair, inspect and reconstruct the Easement Area in proper condition for use as set forth herein and as necessary to maintain the Easement Area and golf cart path in good operating and attractive condition at Grantor's sole cost and expense and in accordance with the provisions of this Agreement. Grantee shall promptly repair any damage to or within the Easement Area caused by Grantee or its employees, agents or invitees.

5. Indemnification; Insurance. To the extent permitted by Georgia law, Grantee shall defend, indemnify and hold Grantor harmless from and against any and all loss, cost, expense, claims, damages, suits, litigation or liability (including but not limited to reasonable attorneys' fees) (together "**Claims**") resulting from Grantee's use and operation of the Easement Area. Grantee will maintain, or cause to be maintained, commercial general liability insurance, including premises/operations, contractual liability, personal/advertising injury, against claims for personal injury or death and property damage occasioned by any incident occurring upon, in or about the Easement Area.

6. Easement Agreement Runs with the Land. The Easement and covenants contained in this Agreement shall run with and shall burden the Easement Area and the Property and shall be binding upon and inure to the benefit of the respective successors and assigns of Grantor and Grantee.

7. Notices. All notices delivered hereunder shall be delivered by a method which provides a record of receipt such as certified mail with return receipt requested, nationally recognized overnight courier or local courier and shall be effective upon receipt by the party receiving such notice as evidenced by such record of receipt and delivered to each party at the addresses set forth below or at any changed address as delivered by written notice from one party to the other.

Grantor:

Peachtree City, GA (1501 Georgian Park) LLC
c/o InSite Real Estate, L.L.C.
1400 16th Street, Suite 300
Oak Brook, IL 60523
Attn: Property Management – Retail

Grantee:

City of Peachtree City
151 Willowbend Road,
Peachtree City, GA 30269
Attn: City Manager

With a copy to:

Peachtree City, GA (1501 Georgian Park) LLC
c/o InSite Real Estate, L.L.C.
1400 16th Street, Suite 300
Oak Brook, IL 60523
Attn: Chief Legal Officer

8. Defaults. In the event either party defaults in any of its obligations hereunder, the defaulting party shall have ten (10) days after receipt of written notice of such default to cure any monetary default of the defaulting party hereunder and shall have thirty (30) days after receipt of written notice of such default to cure any non-

monetary default of the defaulting party hereunder. After the expiration of any such period, the non-defaulting party shall have all rights and remedies at law or in equity and shall have the right, but not the obligation to cure such default on behalf of the defaulting party and in such event, the defaulting party shall reimburse the non-defaulting party for the cost of such cure with interest at a rate equal to 2% above the prime rate as published in the *Wall Street Journal* "Money Rate" section on the business day closest in time to the date such funds were first incurred (or if such rate ceases to be published, then another comparable rate) within thirty (30) days of receipt of written notice of the cost to the defaulting party of such cure together with documentation of such expenditures by the non-defaulting party (unless, with respect to any such breach the nature of which cannot reasonably be cured within the 30-day period, the defaulting party commences such cure within such 30-day period and thereafter diligently prosecutes such cure to completion).

9. Miscellaneous.

(a) Waiver. If Grantee or Grantor fails to insist on the strict observance by the other party of any of the provisions of this Agreement, neither party shall be precluded from subsequently enforcing this Agreement or be held to have waived any such provision.

(b) Compliance with Applicable Law. During the term of this Agreement, Grantee shall comply at its cost and expense with all lawful requirements of local, county, state and national authorities applicable to its use of and responsibilities concerning the Easement Area and to the use, maintenance, repair, replacement, inspection, removal and operation of the Easement Area.

(c) Relationship of the Parties. Nothing in this Agreement shall be deemed or construed by the parties hereto or by any third person to create the relationship of principal and agent, partnership, joint venture, landlord and tenant or any other association between Grantor and Grantee other than the relationship described herein.

(d) Entire Agreement. This Agreement, including all exhibits hereto (which are hereby incorporated herein by reference for all purposes) contains the full and final agreement of every kind and nature whatsoever between the parties hereto concerning the subject matter set forth herein and all preliminary negotiation and agreements of any kind are merged herein. This Agreement may not be changed, amended or modified in any manner other than by a written amendment or modification executed between Grantor and Grantee, or their respective successors and/or assigns.

(e) Partial Invalidity. If any provision of this Agreement or the application thereof shall be deemed invalid or unenforceable, the remainder of this Agreement in its application shall not be affected by such partial invalidity but shall be enforced to the fullest extent permitted by law as if such invalid or unenforceable provision was never a part hereof.

(f) Applicable Law. This Agreement shall be construed in accordance with the laws of the State of Georgia and the parties agree that jurisdiction for all actions hereunder shall lie in the State of Georgia.

(g) Successors and Assigns. All rights, obligations and liabilities herein given to or imposed upon any party hereto shall extend to the successors and assigns of any such party.

(h) Counterparts. This Agreement may be executed in one or more identical counterparts and all such counterparts together shall constitute a single instrument for the purpose of the effectiveness of this Agreement.

[Signature pages follow]

IN WITNESS WHEREOF, Grantee and Grantor have hereunto set their hands and seals, or if corporate, have caused this document to be executed by their duly authorized officers and their seal to be hereunto affixed, as of this day and the year first above written.

City of Peachtree City

By: _____
Printed Name

Signature

NOTARY:

Printed name

Signature

My Commission expires:

NOTARY SEAL

CITY SEAL

Signed, sealed and delivered,
In the presence of

Witness

PEACHTREE CITY, GA (1501 GEORGIAN PARK) LLC,
an Illinois limited liability company

By: _____
Larissa A. Addison, its Manager

NOTARY:

Printed name

Signature

My Commission expires:

NOTARY SEAL

Signed, sealed and delivered,
In the presence of

Witness

EXHIBIT A

LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 134 OF THE 7TH LAND DISTRICT OF PEACHTREE CITY, FAYETTE COUNTY, GEORGIA; AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO ARRIVE AT THE TRUE POINT OF BEGINNING, COMMENCE AT THE INTERSECTION FORMED BY THE TRUNCATED RIGHT OF WAY OF GEORGIAN PARK (130 FOOT RIGHT OF WAY) AND REGIONS PARK (100 FOOT RIGHT OF WAY) AS SHOWN ON SURVEY AS POC; THENCE NORTH 39 DEGREES 46 MINUTES 20 SECONDS WEST A DISTANCE OF 132.01 FEET TO THE TRUE POINT OF BEGINNING AS SHOWN ON SURVEY AS POB. THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 885.00 FEET, A DELTA OF 13 DEGREES 47 MINUTES 16 SECONDS AN ARC LENGTH OF 212.97 FEET, AND A CHORD WHICH BEARS SOUTH 67 DEGREES 51 MINUTES 44 SECONDS WEST HAVING A CHORD DISTANCE OF 212.45 FEET TO A ONE INCH OPEN TOP PIPE FOUND; THENCE SOUTH 74 DEGREES 45 MINUTES 12 SECONDS WEST A DISTANCE OF 66.01 FEET TO A 1/2 INCH RE-BAR FOUND; THENCE NORTH 15 DEGREES 14 MINUTES 45 SECONDS WEST A DISTANCE OF 250.00 FEET TO A 1/5 INCH RE-BAR FOUND; THENCE NORTH 74 DEGREES 45 MINUTES 17 SECONDS EAST A DISTANCE OF 203.99 FEET TO A 1/2 INCH RE-BAR SET; THENCE SOUTH 33 DEGREES 14 MINUTES 43 SECONDS EAST A DISTANCE OF 236.05 FEET TO A MARK SET ON TOP OF A CONCRETE WATER VALVE MARKER AND THE TRUE POINT OF BEGINNING AND CONTAINING 59,263 SQUARE FEET OR 1.360 ACRES OF LAND MORE OR LESS; ACCORDING TO THAT CERTAIN SURVEY FOR DMD REAL ESTATE PARTNERS, LLC, PREPARED BY WELBORN LAND SURVEYING, INC., MARK R. WELBORN GA R.L.S. #2711, DATED 11/24/04.

As surveyed as:

Commencing at the northwesterly end of the mitered right-of-way intersection between the southerly right-of-way of Georgian Park (130-foot right-of-way) and the westerly right-of-way of Regents Park (100-foot right-of-way), thence departing said right-of-way along a Tie Line North 26 degrees 10 minutes 13 seconds West, a distance of 130.13 feet to a concrete monument found on the northerly right-of-way of said Georgian Park at the common line between Outlot 10 of Kedron Village Shopping Center (on the West) and the Peachtree City Tract (Plat Book 41, Page 164)(on the East), said point having Georgia State Plane Coordinate values Northing: 1,249,994.23; Easting: 2,167,685.81 and being the

POINT OF BEGINNING; Thence continuing with said northerly right-of-way of said Georgian Park along a curve to the right having an arc length of 212.96 feet, with a radius of 885.00 feet, being subtended by a chord bearing of South 67 degrees 47 minutes 50 seconds West, for a distance of 212.45 feet to a 1-inch open top pipe found; Thence South 74 degrees 37 minutes 09 seconds West, a distance of 65.92 feet to a 1/2-inch rebar found; Thence departing said right-of-way North 15 degrees 17 minutes 49 seconds West, a distance of 250.03 feet to a 1/2-inch rebar found; Thence North 74 degrees 44 minutes 03 seconds East, a distance of 162.81 feet to a 5/8-inch rebar found; Thence North 74 degrees 29 minutes 35 seconds East, a distance of 40.95 feet to a 1/2-inch rebar found; Thence South 33 degrees 19 minutes 52 seconds East, a distance of 236.05 feet to a concrete monument found, which is the POINT OF BEGINNING.

EXHIBIT B

EASEMENT AREA

[to follow]

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 6/12/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Chris Hobby, Assistant City Manager 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: 06-25-06 Engineering Services for Huddleston Road, Path, & Sewer Project

Recommendation:

Award contract for Engineering Services for the Huddleston Road Path & Sewer project to Rummel, Klepper & Kahl, LLP (RK&K).

Discussion:

Creating a multi-use path down Huddleston Road from Paschall Road up to the current multi-use path that enters the tunnel adjacent to Best Buy is a current 2017 SPLOST project in Peachtree City. There is also a Peachtree City Water and Sewerage Authority (WASA) project to extend public sewer to this same area. Because of these projects being in the same area, both the City and WASA have decided to partner in the design and construction of this path and sewer project. The City will pay for all items related to the path (2017 SPLOST), street (2023 SPLOST) and stormwater (Stormwater Fund) items, while WASA will pay for all items related to the sewer.

The first step in this process is to procure a design consultant with experience in these areas. Staff sent out a Request for Proposals to solicit a consultant and received five (5) proposals. A committee of staff members and a representative from WASA reviewed the proposals for qualifications and scored them against the criteria listed in the RFP. This process resulted in a shortlist of the top two firms. The committee met and discussed the proposals and reached a unanimous decision to recommend RK&K for selection as the consultant.

Budget Impact:

Once a consultant is selected, they will prepare Task Orders for specific design services based on the hourly rates in their proposal. These Task Orders will be submitted to the City for approval before any design takes place.

Attachments:

1. RK&K
2. RK&K Hrly Rates

CITY OF PEACHTREE CITY, GA

HUDDLESTON PATH & SEWER PROJECT

RFP 25-111BES



RK&K



April 22, 2025

Angela Egan
Purchasing Manager
City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269

RE: RFQ #25-111BES, Huddleston Path and Sewer Project

Dear Ms. Egan:

Rummel, Klepper & Kahl, LLP (RK&K) looks forward to the opportunity to work with the City of Peachtree City on this multi-faceted project. As a full-service planning, design, and construction services firm with GDOT pre-qualification in all requested area classes, we bring comprehensive expertise that aligns perfectly with City's needs.

RK&K's proposed team will be led by **Jason Burton, PE**. Jason brings more than 20 years of progressive experience related to the design and management of municipal water and wastewater infrastructure projects. Jason will lead RK&K's Georgia-based team providing the local presence and knowledge essential for understanding Peachtree City's unique community environment and multi-use path network. Our team is already familiar with the region's infrastructure, development patterns, and regulatory requirements, allowing us to begin work immediately with minimal learning curve. This local presence will be supplemented by specialized experts from our regional offices when needed, giving Peachtree City the best of both worlds: local accountability with access to specialized expertise.

Our experience with similar projects includes design, permitting, and construction-phase services for roadway, storm drainage, sewer systems, and multi-use path projects. These comprehensive in-house capabilities will be supplemented by the expertise of our trusted subconsultant partners: **Accura Engineering & Consulting Services, Inc. for survey**, **BM&K, an LJA Engineering company, for right-of-way acquisition**, **Foresite for landscape architecture**, and **WSP for field testing of roadway construction materials**. With our current staffing and resource allocation, we can commit to completing the design and permitting within the specified 12-15 month time frame.

In preparing our response to your Request for Qualifications, our team has developed a range of preliminary strategies to mitigate the challenges anticipated on this project, including addressing stormwater issues, maintenance of traffic, and providing a seamless transition between the existing and new infrastructure. We look forward to discussing these ideas, and brainstorming with you further in the next stages of this procurement.

Respectfully Submitted,

RK&K



Nathan C. Atkinson, PE
Partner
natkinson@rkk.com / 410.299.3224

*We acknowledge receipt of Addenda #1 and #2.



QUALIFICATIONS AND EXPERIENCE

For more than 100 years, RK&K's team has provided multi-discipline planning, engineering, environmental, and construction phase services to a wide range of public and private clients. Our team of 1,750+ professionals collaborates seamlessly across 38 offices throughout the Southeast and mid-Atlantic regions to develop innovative solutions for complex challenges.

As a limited liability partnership equally owned by six partners, RK&K operates as a single profit center—encouraging collaboration without the constraints of individual office targets. This unique structure allows us to assign the ideal

expert to each project regardless of location, ensuring our clients receive teams that are flexible, efficient, and precisely qualified for their specific needs.

Since establishing our Sandy Springs, Georgia office six years ago, our team has successfully served numerous Georgia clients, including GDOT and multiple counties and cities across the state. Our experience ranges the gamut, to include water and sewer design, storm drainage design, and roadway improvement design for Barrow, Cobb, Douglas, Gwinnett, and Paulding Counties, as well as the Cities of Alpharetta, Roswell, and Thomasville.

| *As shown in the chart on the following page, we are prequalified by GDOT in the area classes requested for this project.*

STORM DRAINAGE DESIGN

RK&K has extensive experience related to drainage design, stormwater management and hydrology and hydraulics (H&H) applications as they relate to treating runoff from transportation projects. Our staff have provided services for numerous highway drainage systems and stormwater management facilities from concepts planning to final design. We pride ourselves in the quality work we perform for culvert,

storm sewer, inlet, ditch, stormwater management, erosion and sediment control plans, and adequate outfall analysis. RK&K utilizes state-of-the-art computer software programs catered to state DOT drainage criteria to facilitate our designs.

Our drainage design always: considers avoiding utilities first and then minimizing unavoidable impacts; incorporates efficient flow conveyance to stormwater management practices; adequately accommodates the required storms with adequate

freeboard; is cognizant of low lying areas with special needs in upstream areas to avoid flooding in sump areas; meets the stricter of state/local standards as applicable; considers soil conditions and cover for selecting storm drain materials; remains truly cost conscious and plans to accommodate room for future expansion; and is forward thinking with public safety in mind for inevitable surcharges during major storms.



We always evaluate the potential of on-site versus off-site mitigation as a means of cost control and evaluation, and look to right-size any underground pipes to facilitate the major storm events while not over-designing.

ROADWAY DESIGN/MULTI-USE PATH DESIGN

RK&K has extensive experience in the design of all types of roadways, intersections, sidewalks, shared use paths, and other pedestrian facilities, including both new alignments and improvements to existing facilities. Roadway

GDOT AREA CLASSES

	RK&K	Accura	BM&K	Foresite	WSP
1.10 Traffic Studies	✓			✓	✓
3.01 Two-Lane/Multi-Lane Rural Generally Free Access Highway Design	✓	✓	✓	✓	✓
3.02 Two-Lane/Multi-Lane with Curb & Gutter Generally Free Access Highway Design including Storm Sewers	✓		✓	✓	✓
3.03 Two-Lane/Multi-Lane Widening & Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial, Industrial, and Residential Urban Areas	✓				✓
3.06 Traffic Operations Studies	✓			✓	✓
3.07 Traffic Operations Design	✓			✓	✓
3.08 Landscape Architecture				✓	✓
3.10 Utility Coordination	✓	✓			✓
3.12 Hydraulic and Hydrological Studies (Roadway)	✓		✓	✓	✓
3.13 Facilities for Bicycles and Pedestrians	✓		✓	✓	✓
3.15 Highway Lighting	✓			✓	✓
5.01 Land Surveying		✓			
5.02 Engineering Surveying		✓			
5.08 Subsurface Utility Engineering		✓			
6.01a Soil Surveys	✓	✓			✓
6.01b Geological and Geophysical Studies		✓			✓
6.04b Field Testing of Construction Materials					✓
8.01 Construction Supervision	✓	✓	✓		✓
9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program	✓		✓	✓	✓
9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	✓		✓		

features have included reduced travel lane widths, separated bike lanes (cycle track), buffered bike lanes, bike lanes, shared lanes (sharrows), wide sidewalks, wayfinding, signing and special pavement markings. Nearly all projects often involve ensuring that sidewalks and pedestrian facilities are ADA compliant.

We have extensive experience developing special pavement treatments such as brick pavers, permeable pavers, permeable pavement, tinted/scored concrete, exposed aggregate concrete, special street lighting, form-lined concrete architectural treatments, stacked stone and brick facades, colored/stained concrete, bollards, ornamental fencing/railings, granite curbs, concrete and brick gutters, street trees, expanded tree pits, street furniture, stormwater management and environmentally-sensitive design/low impact development (ESD/LID) facilities, public areas and landscaping.

SANITARY SEWER DESIGN

RK&K's design experience for wastewater collection conveyance systems includes conventional gravity, vacuum and low-pressure sewers, parallel relief sewers, interceptors and force mains. Pipeline sizes have ranged from <4 to 108 inches in diameter with working pressures from <50 to 350 psi. Construction materials include prestressed concrete cylinder pipe (PCCP), reinforced concrete pipe (RCP), ductile iron pipe (DIP), steel, cast iron, high-density polyethylene (HDPE), and polyvinyl chloride (PVC). Pipelines have been constructed in

conventional trenches, pile bent, cradle or indigenous material foundations; in subaqueous crossings; via horizontal directional drills; in tunnels; and suspended from bridges. When corrosion protection is required, we design adjustable impressed current and passive sacrificial anode cathodic protection systems, as well as, polyethylene wrap protection for ferrous pipelines. For reinforced concrete conduits, we have provided both plastic liner and special construction materials with sacrificial barrel design where a corrosive hydrogen sulfide environment is anticipated. For relief or parallel sewers, we have designed hydraulic interconnection and balancing structures between the existing and relief sewers.

CONSTRUCTION ADMINISTRATION/INSPECTION

RK&K's construction services department has been providing construction phase services for more than 50 years, comprising more than one-third of our business operations. We provide a full range of construction management/administration and inspection services from design, preconstruction, construction and post-construction phase, including materials testing, tests and start-up, claims resolution, CPM scheduling and contract close-out for a range of projects, including water and sewer infrastructure, roadways, stormwater management and flood control facilities, plus a variety of building projects. Our team is GDOT-certified and brings present-day experience providing inspection services for Georgia clients, including GDOT and the City of Thomasville.



IN-HOUSE CAPABILITIES

To supplement our in-house capabilities, RK&K's team includes staff from the firms identified and described below. For this contract, we anticipate that RK&K will directly provide 85% of the required services, with the remaining 15% delivered by our trusted subconsultant partners.

ORGANIZATIONAL DEPTH AND CURRENT WORKLOAD

We understand the City's expectation that the design and permitting for this project should be complete within 12-15 months of award. As shown in the organizational chart identifying proposed personnel, we have developed a team capable of providing all of the services anticipated for this contract. Based on the current and projected workload of this proposed team, we feel confident in our ability to meet this goal.

Our local Sandy Springs-based staff will take the lead on the management of this project, as well as the lead role for sanitary sewer design, storm drainage design, and any associated environmental and permitting tasks. As described previously, RK&K's operating philosophy encourages teamwork and collaboration across our 38 offices to provide efficiency and dedication of the ideal expert to each project regardless of location.

For this project, we intend to perform roadway/multi-use path design services primarily from our Raleigh, NC, and Columbia, SC, offices. Staff availability can be modified to align with the City's needs and to fulfill requests during the term of the contract. Once an assignment is made, staff are 100% committed to the completion of the assignment. This is an approach we have used successfully on other similar projects in Georgia to meet scope, schedule, and budget requirements.

RK&K STAFF	AVAILABILITY
Jason Burton, PE	50%
Ryan Delo, PE, ENV-SP	45%
Vince Lorbis, PE	30%
Alec Pope, PE	30%
Marina Doyle, PE	35%
Leanne Kay	40%
Stuart Samberg, PE, PTP, PTOE, RSP, DBIA	50%
Shreyas Bharadwaj, PE, PTOE	45%
Dawn Carlson	45%
James Dowdy, PE	35%
Chris Jordan, PE, DBIA	40%
Andy Moy, PE	45%
Melissa Miklus, RLA, ASLA	30%
Bryan Badey, PE	35%
Mariko Pyatt, PE	35%
Tina Swiezy, PE	40%
Matthew Cook, PE	50%
Jeff Meador, PE	45%
Oscar Garcia, PE	35%
Nick Monaco, PE	45%
Greg Goins, PE	45%
George Escojido, CCM	50%
Jason Peterson, PE, CCM	40%
Kevin Taylor, CMIT	35%
Emma Highfield, PE	35%
Danielle Schwanke	45%

In addition to our local team, RK&K will leverage the resources of our local subconsultant partners to perform this work within the expected schedule.

Accura Engineering and Consulting Services, Inc. | Survey



Accura Engineering and Consulting Services, Inc. (Accura) specializes in engineering, surveying, and subsurface utility engineering (SUE) services. The firm supports transportation, infrastructure, and park and trail projects, including intersection and pedestrian improvement projects, for local cities and counties and GDOT. The firm is committed to building long-term relationships with their clients through quality service delivered in a timely and efficient manner.

Accura's team is comprised of professional land surveyors, CAD technicians, party chiefs, survey field technicians, professional engineers, staff engineers, engineering technicians, and inspectors. They are highly qualified and experienced, with staff members having an average of 15 years of experience.

Foresite | Landscape Architecture



Founded in 2003, Foresite Group, LLC, specializes in innovative, sustainable, and efficient solutions tailored to each project's unique needs. Foresite's multi-disciplinary expertise ensures functionality, sustainability, and ease of maintenance, creating lasting value for communities.

Foresite's approach encompasses more than just plant material. Based on the specific needs of each project, the team considers a range of elements, including the flow of vehicular and pedestrian traffic, topography, existing vegetation, the ultimate desired use of the space, etc. In addition to designing with the end-user in mind, the team identifies design opportunities that ultimately save clients time and money.

BM&K | Right-of-Way (ROW)



BM&K is a multi-disciplined engineering and consulting firm that offers a diverse spectrum of professional services in land acquisition, engineering, and program management. BM&K recently joined LJA Engineering, a nationally-recognized, multi-disciplinary engineering consulting firm with 100+ employees in eight offices across the state of Georgia.

BM&K's in-house ROW department includes former GDOT ROW agents and managers who are very familiar with GDOT processes and procedures. Their ROW team is unique in their ability to take any project from pre-acquisition to closeout without needing to employ multiple firms. This experienced team has right-of-way agents and managers for every step of the right-of-way process.

WSP | Field Testing of Roadway Construction Materials



WSP is a globally-recognized professional services firm providing strategic advisory, engineering, and design services to clients in a range of sectors. WSP has one of the largest engineering and technician staffs in Georgia, with more than 100 qualified staff members to support construction and materials testing tasks for this project. The firm completes field, non-destructive testing (NDT) and laboratory testing of materials following GDOT, county, and nationally-recognized testing standards.

RELOCATION OF SANITARY SEWER UNDERCROSSINGS ALONG I-24

Chattanooga, TN

Owner: City of Chattanooga, TN

Date Completed: July 2024

Price: \$379,028

Reference: Matthew Snyder, Engineering Manager, Wastewater Department

Address: 455 Moccasin Bend Road, Chattanooga, TN 37455

Email/Phone: msnyder@chattanooga.gov/ 423.643.7403

When the Tennessee Department of Transportation (TDOT) moved forward with plans to modify the I-75 interchange at I-24, the City of Chattanooga seized the opportunity to replace two aging sanitary sewer under-crossings that conflicted with the roadway project: a 15-inch RCP sewer near McBrien Road overpass and a 12-inch RCP sewer just west of the Belvoir Avenue bridge.

CCTV investigations revealed that the 15-inch sewer, constructed in the early 1950s, had multiple offset joints, visible surface aggregate, circumferential and longitudinal cracking, and a sag. The investigation also uncovered the 15-inch sewer had an active inaccessible manhole buried underneath one of the travel lanes of I-24. Similarly, the 12-inch sewer crossing, constructed in the early 1960s, had several overset joints, surface spalling, debris accumulation, and a sag.

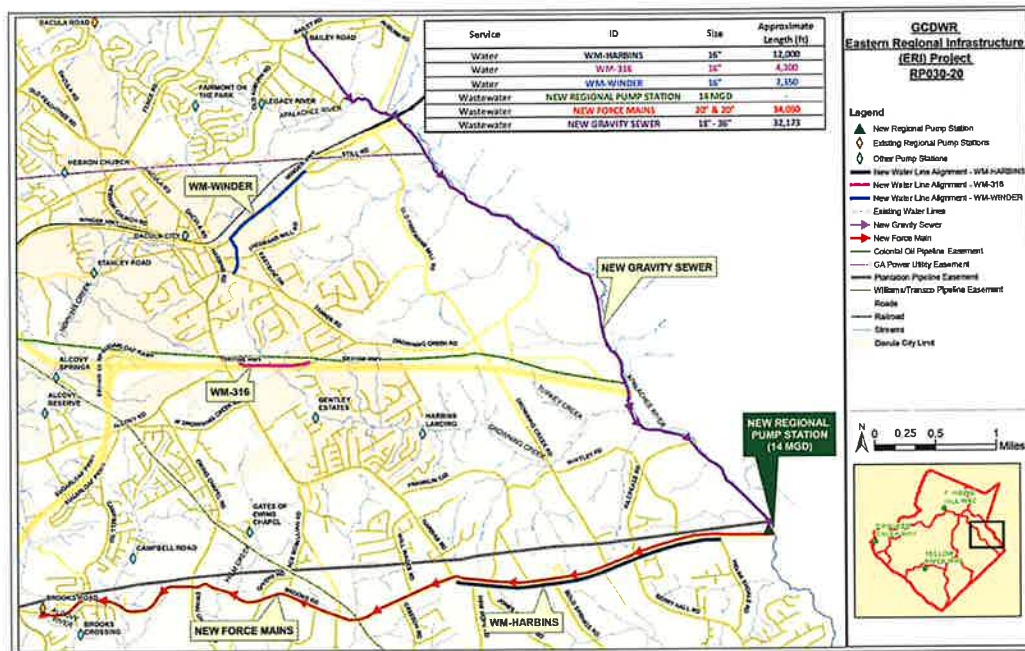
RK&K provided design and engineering support services for the replacement of both the 12- and 15-inch sanitary sewer crossings under I-24. This included final plans and construction documents for two new sanitary sewer crossings and subsequent abandonment of the existing crossings. With the crossings located in areas where future maintenance would present serious safety challenges due to proximity to I-24, the City prioritized a durable, low-maintenance design solution.

To address the structural integrity issues, RK&K designed the replacement of approximately 250 LF of 12- and approximately 245 LF of 15-inch RCP crossings with 12- and 16-inch DIP. The I-24 undercrossings were designed to be installed using trenchless boring and jacking methods featuring polymer-concrete manholes and DIP lined with corrosion-resistant Novalac epoxy.



The vertical alignment of the new 16-inch DIP sewer to replace the 15-inch was limited by an existing aerial crossing over a concrete-lined channel. Alternative approaches to eliminate this aerial crossing would have significantly increased sewer depth, extending tie-in points well beyond the project area. For the 12-inch crossing, RK&K implemented a 320-foot temporary bypass system, allowing the new sewer to maintain the existing grade while facilitating the deep tie-in connection on the opposite side of the interstate.

The project required extensive coordination with multiple stakeholders, including the I-24 roadway design team, Hamilton County Water and Wastewater Treatment Authority (WWTA), and Chattanooga Gas, whose utilities and infrastructure were located within proximity of the crossing zones.



EASTERN REGIONAL INFRASTRUCTURE PROJECT

Gwinnett County, GA

Owner: Gwinnett County, GA

Date Completed: August 2022

Price: \$177,722.88

Reference: Kristopher Campbell, Deputy Director - Engineering & Construction, DWR

Address: 684 Winder Highway, Lawrenceville GA 30045-5012

Email/Phone: kristopher.campbell@gwinnettcounty.com/678.376.6751

RK&K partnered with Gwinnett County Department of Water Resources (GCDWR) to develop comprehensive bridging documents for selecting a qualified design-build team for critical water and sewer infrastructure supporting the transformative 2,000-acre ROWEN Research Park development. This mixed-use project on eastern Gwinnett County's Apalachee River will integrate offices, research facilities, public spaces, and residential areas over a 20-year development timeline.

The project required new water distribution mains, a new gravity sewer interceptor along the Apalachee River, a new regional pump station, and a force main connecting the new pump station to an existing regional pump station. RK&K spearheaded the conceptual design of 6.6 miles of dual 24-inch

force main and 2.3 miles of 16-inch DIP water transmission main along a shared roadway corridor.

The project presented significant technical challenges requiring innovative approaches to environmental considerations across three major stream crossings, strategic maintenance of traffic planning, and detailed construction phasing to accommodate simultaneous installation of new force mains and water main while decommissioning an existing asbestos cement water main. Additionally, our design incorporated essential corrosion protection measures and navigated construction complexities arising from the proposed alignment's proximity to a 16-inch high-pressure steel gas main.



FORT FRASER TRAIL EXTENSION

Polk County, FL

Owner: Polk County, FL

Date Completed: Ongoing

Price: \$1,098,264

Reference: Doug Gable, Transportation Engineer

Address: 330 W. Church Street, Bartow, FL 33830

Email/Phone: douggable@polk-county.net/863.535.2285

RK&K evaluated and compared engineering, environmental and construction cost elements for three alternatives support the County in selecting a preferred alignment for an extension of Fort Fraser Trail. Following the study, Polk County asked RK&K to move forward the design of the preferred alternative.

The proposed shared use path segments will be 8-12 feet wide and sidewalk segments will be 5-6 feet wide. Adjacent swales will be constructed within a 40-foot right-of-way and easement corridor between Winter Lake Road and Lakeland Highlands Road.

The design includes a partially covered 175-foot prefabricated steel truss pedestrian bridge over surface water just south of

Polk Parkway. When soft soils were identified at the end of the bridge through geotechnical borings, the design was quickly modified to include a 40-foot approach span to safely traverse the soft soils. Quick coordination allowed this change to be made with no schedule delays.

Pedestrian signal improvements and lighting are included, and signing and pavement marking will be included as needed.

Additionally, RK&K will facilitate all regulatory permitting coordination with Southwest Florida Water Management District (SWFWMD) and Florida Department of Environmental Protection (FDEP).

SILICON SHORES EAST-WEST CONNECTOR ROAD

Town of Mooresville, NC

Owner: Town of Mooresville, NC

Date Completed: November 2023 (design)

Price: \$2,049,874

Reference: Ryan Rasem Assistant Town Manager of Public Services

Address: 2523 Charlotte Highway, Mooresville, NC 28117

Email/Phone: rrase@mooresvillenc.gov/704.799.3610

RK&K provided final design and construction documents for construction of three new sections of roadway in the southeast corner of Interstate 77 and Langtree Road. These segments, which connect NC 115/Mecklenburg Highway with Langtree Road and provide connections for future development, also include sidewalks and a multi-use trail.

RK&K developed plans for a new at-grade crossing over Norfolk Southern (NS) Railway, while simultaneously preparing for plans to close five existing at-grade crossings—an effort which required close coordination with both the NCDOT Rail Division and NS to secure all necessary agreements in an efficient, timely manner.

The project scope also included the design of two culverts, new potable water lines, fiber runs, Intellistreets lighting, and significant utility coordination. As the areas around the new roadways are slated for development, the design incorporated an extensive network of sidewalks and multi-use paths along the new roadway segments.

Because the project was funded by a Federal BUILD grant, RK&K continually adapted to changing project constraints to keep the project on track to meet deadlines associated with the grant funding. The team also assisted with grant-mandated monitoring to assure full reimbursement under the grant agreement.



FLOWCHART OF PROJECT TEAM

All staff are RK&K except where noted. Subconsultant partners include Accura, BM&K, Foresite, and WSP.
Resumes for bolded staff are provided after the Project Understanding and Approach.



PROJECT UNDERSTANDING

This project involves the design and development of a sewer system along with the extension of a multi-use path. The primary objective is to ensure that the proposed sewer system meets all regulatory requirements, operates efficiently, and serves the growing needs of the community. The multi-use path extension will provide an accessible route for pedestrians, cyclists, and other non-motorized transport modes, promoting connectivity and sustainability.

The project scope will involve the following key elements:

- **Sewer System Design:** Includes the collection and conveyance of wastewater, gravity mains, force mains, and potential pump station locations.
- **Multi-Use Path Extension:** Development of a multi-use path that runs parallel or adjacent to the sewer system, considering the topography, safety, and accessibility.
- **Environmental and Utility Coordination:** Coordination with environmental agencies, existing utilities, and local authorities for right-of-way acquisition and minimizing disruption.

- **Community Involvement:** Stakeholder and community engagement for input and buy-in for the multi-use path, ensuring the path serves community needs and promotes healthy living.

PROJECT APPROACH

PLANNING & SCHEMATIC DESIGNS

RK&K will initiate the project by conducting a comprehensive kickoff meeting with the City of Peachtree City. This meeting will serve to align the project team with the City's expectations, review existing information, introduce key personnel, and present the initial work plan and schedule. The meeting ensures a unified understanding of goals and lays the foundation for collaborative progress throughout the design process. To inform the design, RK&K will gather a wide range of background data. This will include topographic information to understand slope, elevation, and drainage conditions critical to both sewer and stormwater design. Environmental resources such as wetlands, floodplains, streams, endangered species habitats, and cultural resources will be identified early to ensure that routing and permitting strategies are appropriately



informed. Land use and property ownership information will be assessed to evaluate sewer demand and to identify potential conflicts or opportunities for easement acquisition. Data on existing infrastructure, including utilities, roads, stormwater systems, and bridges, will be compiled to assess how the proposed improvements will interface with or avoid existing systems. FEMA floodplain maps will be reviewed to identify areas of known flooding and to support future modeling. In addition, traffic data, particularly along Huddleston Road, will be reviewed to evaluate path-user safety, lighting needs, and potential impacts to vehicular flow. PCWASA has already completed significant preliminary work related to feasibility and sewer alignment. RK&K's approach builds on this foundation, using the general alignment provided in the RFP as a basis for refinement. As with all utility design projects, the final horizontal alignment will evolve throughout design development. RK&K's objective is to enhance, not re-imagine, this alignment, providing a thoughtful and constructible layout grounded in site-specific data.

CONCEPT LEVEL DESIGN

Should the City wish to formally evaluate this shared corridor approach, RK&K will perform a route alternative analysis. This process would begin with a collaborative meeting between the City, PCWASA, and other stakeholders to define criteria for route success—such as environmental protection, cost-effectiveness, community connectivity, or permitting feasibility. Using collected data, RK&K would identify up to three viable route alternatives for the multi-use path and prepare mapping to illustrate their alignment relative to existing features. Each route would then be evaluated based on key criteria, including environmental impact, construction cost, community disruption, safety, maintenance access, and public preference. Both quantitative and qualitative assessments will be used to compare alternatives, incorporating a risk assessment to identify potential permitting delays or constructability concerns. The result will be a clear recommendation of the most viable route based on value, feasibility, and long-term benefit.

Once the shared corridor and path alignment are finalized, RK&K will develop concept-level designs for both the sewer system and the multi-use path. For the sewer, this will involve determining optimal slopes, alignments, and depths for gravity lines, informed by topographic survey data and



hydraulic modeling. RK&K will estimate existing and future wastewater flows based on zoning and PCWASA standards, applying the appropriate unit flow rates and peaking factors for commercial and industrial land uses. A Basis of Design Technical Memorandum will summarize the assumptions, methodologies, and recommended pipe sizes, materials, and flow performance characteristics.

In parallel, RK&K will conduct a hydrologic and hydraulic (H&H) analysis to ensure proper stormwater management and to mitigate any increased runoff associated with new impervious surfaces. This will involve delineating watershed boundaries, modeling pre- and post-development conditions, and identifying storm events that may stress existing drainage infrastructure. HEC-HMS and HEC-RAS software will be used to model surface flows and evaluate capacity at culverts and bridges, particularly where the path crosses existing drainageways. While FEMA flood maps indicate no part of the project area lies within the regulatory floodplain,

RK&K will ensure that any proposed improvements do not increase downstream flood risk. The findings will be compiled in a technical memorandum with supporting maps and recommended mitigation strategies such as improved culverts, green infrastructure, or stormwater detention.

Given Huddleston Road's higher-than-average crash rate, a traffic impact and safety analysis will be conducted to ensure that the proposed multi-use path does not exacerbate conflicts between vehicles, pedestrians, and cyclists. RK&K will assess current traffic volumes, turning movements, and crash patterns, and recommend path crossing enhancements, such as signage, high-visibility markings, or pedestrian-activated signals, to improve safety and accessibility. Design will follow ADA and AASHTO guidelines to ensure that the facility accommodates all users.

SURVEYING, GEOTECHNICAL INVESTIGATIONS, ECOLOGICAL EVALUATIONS

To support the design process, RK&K will coordinate detailed field surveys, geotechnical investigations, and ecological evaluations. Survey crews will collect detailed topographic and utility data using SUE Quality Level B techniques. Surveys will be geo-referenced to the State Plane Coordinate System and conform to PCWASA standards. Geotechnical investigations will characterize subsurface conditions, informing trench design and pavement structure. Ecological evaluations will include field verification of wetlands and streams, with delineation and mapping by a professional wetland scientist. A site visit revealed two wetland areas inclusive of and adjacent to two detention ponds within the project corridor. There were not indication of cultural resources, but further research and analysis will confirm these findings.

30% DESIGN, ENGINEERS COST ESTIMATE

RK&K will submit 30% design documents that establish key project elements such as horizontal and vertical alignment, preliminary grading, sewer layout, and stormwater management concepts. These documents will include a preliminary Opinion of Probable Construction Cost (OPCC) and will be used to facilitate stakeholder review and early permitting discussions.

To facilitate clear budgeting and cost tracking, RK&K proposes developing separate design packages for the multi-use path and the sanitary sewer system. This approach will allow the City to segregate construction and permitting costs for each component, supporting different contractors specialized in the work or differing timelines. In cases where the multi-use path and sewer share the same corridor, RK&K proposes a proportional cost-sharing strategy for services that benefit both projects—such as surveying, geotechnical investigations, and ecological evaluations. For these shared efforts, the associated costs will be allocated equitably between the two design packages based on the extent of overlap.

70% DESIGN, COMPLETE ENVIRONMENTAL PERMITTING, UPDATE ENGINEER'S COST ESTIMATE

At the 70% design milestone, RK&K will deliver detailed design plans, including plan/profile sheets, E&SC measures, proposed drainage infrastructure, and draft technical specifications. This submittal is typically used for environmental permitting and agency review. OPCCs will be updated to reflect refinements in design and quantity take-offs.

90% DESIGN, UPDATED ENGINEER'S COST ESTIMATE

The 90% submittal will incorporate comments from the 70% design review and is considered the provisional final design. Documents will be reviewed by the City, PCWASA, and any applicable permitting agencies. All specifications, quantities, and layout elements will be updated accordingly.

ROW AND EASEMENT ACQUISITION (IF NECESSARY)

If necessary, RK&K will manage right-of-way acquisition in compliance with federal and state regulations. The process will emphasize negotiated settlements with full documentation of property history, appraisals, and stakeholder engagement.

When required, condemnation proceedings will be coordinated in close consultation with the City and legal representatives.

LDP PERMITTING

As noted during the 70% design stage, RK&K will prepare materials for the Land Disturbance Permit application and submit the required erosion and sediment control plans. The project is anticipated to disturb more than an acre; therefore, an application is required for coverage under NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (CGP). RK&K will also assist with the NPDES General Permit application process using the GAEPD GEOS portal.

100% CONSTRUCTION DOCUMENTS, SPECIFICATIONS, AND A PROJECT MANUAL

RK&K will prepare the final construction documents incorporating final comments. This will include complete plans, specifications, contract documents, and bid forms. A final OPCC will be prepared with updated contingencies and escalation factors.

BID PHASE SERVICES

RK&K will support the City during the bid phase by preparing and issuing addenda, conducting the pre-bid meeting, responding to bidder questions, evaluating bid tabulations, and recommending award. RK&K will also assist with issuing the notice to proceed.

CONSTRUCTION ADMINISTRATION

During construction, RK&K will provide shop drawing reviews, change order evaluations, and field coordination services. We will participate in pre-construction and progress meetings, conduct site inspections, and assist with quality assurance reviews to ensure conformance with contract documents. RK&K will work to keep construction on schedule with timely review of RFI and shop drawings.

PROJECT CLOSEOUT

RK&K will finalize record drawings based on contractor redlines and provide them in the City's preferred format. We will also support the preparation of closeout documentation, including final pay applications and the Certificate of Substantial Completion.

**JASON BURTON, PE**

Project Manager

LOCATION

Atlanta, GA

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

20

Jason is a project manager and the lead of RK&K's municipal water and wastewater projects in the Atlanta metro area. Jason has managed or led the design of large diameter pipeline, pump station, and treatment projects of varying size and complexity and through all phases of planning, design, and delivery of complete bidding/construction packages.

City of Chattanooga | Relocation of Sanitary Sewer Undercrossings along I-24 | Chattanooga, TN: Jason was the project manager for the relocation and replacement of two sanitary sewer crossings under I-24. The crossings conflicted with planned improvements along the I-24 corridor related to TDOT's Phase 2 (IA) I-75 Interchange Modifications at I-24 project. Both existing crossings have structural defects documented from CCTV investigations that further validate these crossings as candidates for replacement.

Gwinnett County | Eastern Regional Infrastructure Project | Gwinnett County, GA: RK&K, as a subconsultant, developed bridging documents to help the County select a qualified design-build team to construct water and sewer infrastructure

in support of a massive 2,000-acre development in the eastern part of the county (ROWEN Research Park). As project manager and design lead, Jason established the design criteria and led the conceptual design of 6.6 miles of dual 24-inch nominal diameter force mains and 2.3 miles of 16-inch DIP water transmission main along a major county collector roadway with challenging topography and numerous utilities. The conceptual design required a pipe material comparative analysis, evaluation of external and internal loading to determine appropriate pipe wall thickness, recommendations for large diameter HDPE pipe repair for high-pressure applications, environmental permitting considerations for three major stream crossings, and maintenance of traffic considerations. The design also considered construction phasing to construct the new force mains and new water main on the same roadway corridor while taking an existing asbestos cement water main out of service.

Town of Hancock | System-Wide Sanitary and Wastewater Improvements | Hancock, MD: Jason served as project engineer for system-wide improvements that included rehabilitation of four pump stations, an inflow and infiltration study, a maintenance building, a sewer line extension, and a wastewater treatment plant ENR upgrade.

Baltimore County | 2015-03 On-Call Civil Engineering Services for Pumping Stations, Fort Howard Sewage Pumping Station Improvements | Baltimore, MD: Jason served as a technical reviewer for the 95% design submission, examined drawings and specifications, identified potential quality issues, raised concerns to the responsible team for corrective action, and offered suggestions for improvements.

Hampton Roads Sanitation District | Interceptor System Projects Annual Contract, Foxridge, Woodland Road, and Fox Hill Gravity Sewer Rehabilitation | Hampton, VA: Jason served as the project engineer for the rehabilitation and/or replacement of 7,650 LF of 10-inch to 24-inch gravity sewer and associated laterals and manholes. The preliminary engineering report included the review of existing CCTV and manhole inspection data, as well as any existing plans or reports to confirm the candidacy and feasibility of rehabilitation or replacement.



RYAN DELO, PE, ENV SP
 QA/QC

LOCATION

Virginia Beach, VA

EDUCATION

ME, Environmental Engineering
 BS, Environmental Engineering

REGISTRATION

Professional Engineer: GA + Others
 Certified Envision Sustainability Professional

YEARS OF EXPERIENCE

26

Ryan specializes in sewage pump station and collection and conveyance system evaluation design experience featuring pump station rehabilitation design, new pump station design, pressure reducing station and off-line storage design, and pipeline replacement/realignment projects in both congested urban and rural areas. Ryan has served as project engineer for the design of multiple pump station and pipeline projects for municipalities and local water/wastewater authorities.

York County | Bruton High School Pump Station Rehabilitation and Force Main Replacement | York County, VA: Ryan served as the project engineer providing evaluation and design services including preliminary condition assessment and hydraulic evaluation of an existing pump station, discharge force main alignment alternatives analysis, detailed pump station and force main design, preparation of construction documents, and the provision of bid and construction administration support services for rehabilitation of an existing sanitary sewer pump

station and 14,000 LF of 10-inch force main replacement. The force main featured a 1,150- and 1,900-LF crossing of sensitive environmental areas installed by horizontal directional drilling. Permitting efforts included coordination with the local sanitation district (HRSD) and the VA DEQ for flow acceptance and a certificate to construct; environmental permitting with the VMRC and USACE for crossing of jurisdictional waters; the County for construction activity permitting; and VDOT for Land Use Permitting.

Hampton Roads Sanitation District | Hampton Trunk Sewer Extension Division K Gravity Improvements | Hampton, VA:

Ryan served as project engineer for the replacement of 3,700 LF of 30-inch gravity sewer from the intersection of East Taylor Avenue to the existing Willard Avenue pump station located at Downes Street and Willard Avenue. RK&K reviewed existing CCTV data of the gravity sewer completed in 2017 and associated manholes requiring point repairs. The PER and 30% design plans include executive summary, risk register, conceptual plans, project schedule, manhole inspection and elevation data, service maintenance, traffic details, direct service connection locations for survey limits, utility research, and an AACE Class four project cost estimate.

City of Suffolk | Pump Station No. 166 Controls Engineering Services | Suffolk, VA :

Ryan serves as project manager for this on-call multi-year contract to provide miscellaneous engineering services for water and sewer infrastructure. To date, 20+ task orders have been assigned, including three hydraulic sewer modeling task orders using DHI's Mike Urban software model; four pump station designs ranging from 30 gpm to 500 gpm; two vacuum sewage collection station rehabilitation designs; two residential area gravity sewer collection systems and three sewer force mains, one of which included a guided pilot bore across a drainage ditch; two construction administration task orders; one geotechnical investigation task order; and two special inspection task orders.



VINCE LORBIS, EIT
 Sanitary Sewer Design

LOCATION

Atlanta, GA

EDUCATION

BS, Civil Engineering

REGISTRATION

Engineer-in-Training

YEARS OF EXPERIENCE

13

Vince is an associate engineer with experience on a variety of civil/site engineering and development projects. His expertise involves a wide range of civil engineering disciplines, involving feasibility studies and planning services; design, construction documents; and plan preparation. He has extensive experience in site/civil, utilities design with an emphasis on drainage, stormwater management, MS4 infrastructure inspections, earthwork analysis, pipe and culvert design, site grading, and hydrologic modeling. His design experience includes pipeline replacement/realignment, access road and parking lot layouts, utilities, drainage, stormwater management, and erosion and sediment control.

City of Chattanooga | Relocation of Sanitary Sewer Undercrossings along I-24 | Chattanooga, TN: Vincent is serving as the project engineer for this fast-paced project, in which RK&K is assisting the City of Chattanooga Wastewater Division with the relocation and replacement of two sanitary sewer crossings under Interstate 24. The crossings conflict with planned improvements along the I-24 corridor related to TDOT's Phase 2(IA) I-75 Interchange Modifications at I-24 project. Both

existing crossings have structural defects documented from CCTV investigations that further validate these crossings as candidates for replacement.

Baltimore Metropolitan Council | Patapsco Regional Greenway 30% Design | Carroll County, MD: Vincent served as designer for the preliminary design of two segments of the Patapsco Regional Greenway (PRG). The alignment included connections to existing trails and evaluation of a potential 90-foot trail bridge crossing of the Patapsco River. Preliminary design services included surveys, environmental assessments, geotechnical investigation, and preliminary design of bicycle/pedestrian facilities, trail alignments, typical sections, road improvements, storm drainage, stormwater management, and streetscaping enhancements.

City of Richmond | Courtland Street Alley Sewer Replacement | Richmond, VA: Vincent served as an engineer II on this project in which RK&K confirmed the 30 linear feet of 12" diameter sanitary sewer located in an alley that runs between Courtland Street and Coles Street, just east of Jefferson Davis Highway, was in poor condition. RK&K then developed design documents for the recommended replacement alternative, which consists of surveying, SUE, permitting, easement services, and construction administration services required to construct the replacement sewer.

Hampton Roads Sanitation District | Hampton Trunk Sewer Extension Division K Gravity Improvements | Hampton, VA: Vincent served as an engineer II on this project. RK&K prepared a preliminary engineering report (PER) and design plans for improvements to 3,700 LF of 30-inch gravity sewer from the intersection of East Taylor Avenue to the Willard Avenue pump station. RK&K performed condition assessments and prepared a comprehensive PER justifying manhole replacements, many of which were structurally deteriorated and a failure concern. This project was combined with an adjacent pump station replacement and progressed through final design featuring replacement of existing manholes/vaults and a few point repairs.



ALEC POPE, PE
Sanitary Sewer Design

LOCATION

Newport News, VA

EDUCATION

BS, Civil and Environmental Engineering

REGISTRATION

Professional Engineer: VA

YEARS OF EXPERIENCE

24

Alec has experience designing water/wastewater infrastructure for municipal projects throughout the region. His project experience includes interceptor force mains, gravity, vacuum and low pressure sewers, water mains, and pumping stations. Alec routinely coordinates with regulatory agencies including VDOT, DEQ and the Army Corps of Engineers for permit approvals and has a thorough understanding of local standards, permitting requirements and procedures.

Hampton Roads Sanitation District | Interceptor System Projects Annual Contract | Hampton Roads, VA: Alec served as task manager for this annual contract providing preliminary engineering, design, bid, construction and post-construction phase services for various interceptor sewer system improvements throughout Hampton Roads. RK&K provided engineering services for more than 50 tasks that have included valve replacements, force main replacement and relocation; vault abandonment; pump station rehabilitation and replacements; and emergency piping repairs.

Hampton Roads Sanitation District | Huxley Place Force Main | Newport News, VA: Alec was the project manager providing design, bid, and construction administration services for replacement and extension of a 36-inch HRSD interceptor force main to eliminate unvented high points and allow for the abandonment of aged reinforced concrete pipe infrastructure. The project consists of approximately 2,420 linear feet of 36-inch DIP force main, 4,900 linear feet of pipe abandonment, meter vault, line stops with bypass, corrosion protection, vibration monitoring and sequence of construction tailored to minimize maintenance of service. The project incorporated a cost sharing agreement with the City of Newport News to perform gravity sewer system improvements with 562 linear feet of replacement of 10-inch gravity sewer pipe, 1,141 linear feet of gravity sewer CIPP liner, 36 replacement laterals and cleanouts, and rehabilitation of nine sanitary sewer manholes. VCWRLF provided the funding for the force main replacement.

Hampton Roads Sanitation District | Hampton Trunk Sewer Extension Division K Gravity Improvements | Hampton, VA: Alec served as the senior project delivery leader for this project. RK&K prepared a preliminary engineering report (PER) and design plans for improvements to 3,700 LF of 30-inch gravity sewer from the intersection of East Taylor Avenue to the Willard Avenue pump station. RK&K performed condition assessments and prepared a comprehensive PER justifying manhole replacements, many of which were structurally deteriorated and a failure concern. This project was combined with an adjacent pump station replacement and progressed through final design featuring replacement of existing manholes/vaults and a few point repairs.

Hampton Roads Sanitation District | Chesapeake-Elizabeth Interceptor System Diversion Improvements | Virginia Beach, VA: Alec served as project manager for the design of numerous interceptor system improvement projects needed to divert influent flows from the Chesapeake-Elizabeth Treatment Plant to other treatment facilities. Projects include HRSD interceptor force main upgrades, HRSD and locality pump station improvements; capacity and reliability upgrades at one PRS; reliability upgrades to five PRSs, one new PRS, evaluation of two offline storage facilities; and upgrades to pump stations for the Little Creek Amphibious Base and the City of Virginia Beach.



MARINA DOYLE, PE
Sanitary Sewer Design

LOCATION

Newport News, VA

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: VA

YEARS OF EXPERIENCE

11

Marina has experience providing utility and stormwater engineering services for a range of clients throughout the Southeast and mid-Atlantic region.

Hampton Roads Sanitation District | Boat Harbor Treatment Plant Pump Station Conversion | Newport News, VA: Marina was an engineer for preliminary engineering, design, and construction phase services for a new pumping facility with diurnal and wet weather equalization within the vicinity of the BHTP. RK&K incorporated multiple substantial completion objectives accommodating schedule concerns of contracting community, providing layout space for critical path pump station construction, and allowing delayed delivery of the wet weather storage tank.

City of Newport News | Huxley Place Sanitary Sewer Rehabilitation and Replacement | Newport News, VA: Marina served as engineer responsible for compiling, analyzing, and creating maps using GIS data. She assisted in the design of the replacement/rehabilitation of approximately 1,500 LF of 10-inch sanitary sewer main, eight manholes, and associated

laterals. This work is being performed in conjunction with the replacement and extension of a 36-inch HRSD Interceptor Force Main diversion to eliminate unvented high points and allow for the abandonment of approximately 5,000 LF of aged infrastructure.

City of Norfolk | Utah Avenue Gravity and Storm Sewer Design | Norfolk, VA: Marina served as project engineer II on this project. In response to urgent sewage challenges along Utah Street, the Department of Utilities selected RK&K to design a gravity sewer extension consisting of an 8-inch gravity sewer main with 4-inch service laterals. In coordination with this effort, the DPW requested RK&K to evaluate and design stormwater improvements that would collect and convey street runoff to a wooded area at the east end of the street.

Hampton Roads Sanitation District | Poplar Hall Davis Corner Trunk 24-Inch Gravity Sewer Improvements (CE011600) | Virginia Beach and Norfolk, VA: Marina served as project engineer II on this project in which RK&K provided engineering services for the rehabilitation or replacement of approximately 1,600 LF of 24-inch diameter gravity pipeline and associated manholes due to risk of failure. Scope included evaluation to consider whether the gravity main was a candidate for rehabilitation and/or replacement including CCTV inspection, confirmation of accuracy of defect and lateral locations, and summary condition assessments. RK&K prepared a technical memorandum including an executive summary that documented the CCTV inspection summary, manhole inspection summary, and an AACE Class 4 construction cost estimate. Additionally, RK&K designed the improvements.

Hampton Roads Sanitation District | Middlesex County Saluda Sewer Collection System, Phase I | Saluda, VA: Marina served as project engineer II on this project in which RK&K developed a technical memorandum for approximately 850 feet of gravity sewer necessary to extend sewer service to the Phase 1 Saluda service area. The project included 300 LF of sewer aligned southeasterly from the intersection of Bowden Street and Oakes Landing Road and approximately 500 LF westerly along School Street.



LEANNE KAY, EIT
Sanitary Sewer Design

LOCATION

Virginia Beach, VA

EDUCATION

BS, Civil Engineering

REGISTRATION

Engineer-in-Training

YEARS OF EXPERIENCE

18

Leanne is an engineer providing support for public works and public utilities projects for various municipalities in the region. She has experience with civil and environmental engineering, including rehabilitation of water and wastewater conveyance systems, pump stations, stormwater conveyance systems, watershed management, and wastewater treatment.

Hampton Roads Sanitation District | Surry Hydraulic Improvements and Interceptor Force Main Design-Build Services | Surry and Isle of Wight Counties, VA: Leanne was the project engineer providing engineering services for the abandonment of the Town of Surry Wastewater Treatment Plant (WWTP) by mid-2022, as mandated by VADEQ. The design-build project included a series of pump stations and a force main to convey flows from Surry to HRSD's Smithfield Interceptor Force Main. The project included the engineering of nearly 20 miles of HDPE sanitary sewer force main including several horizontal directional drills, the longest of which is over 4,000 feet.

City of Newport News | General Architectural and Engineering Services Annual Contract | Newport News, VA: Leanne served as engineer responsible for assisting in the preliminary drainage design and developing specifications and a cost estimation. The scope includes evaluation and design of drainage improvements in the Rivermont and Hilton Village areas of the City including capacity upgrades at Stormwater Pump Station No. 16 at the Main Street Underpass and realignment of the discharge force main to a new outfall in the James River. The evaluation included drainage system characterization and hydraulic modeling to predict underpass flooding frequencies and stages for various design storm events. Alternative improvement analyses were performed for alternate pumping capacity improvements and discharge locations. Design features include an upgraded drainage system in Warwick Boulevard discharging to the Government Ditch, a new trunk sewer aligned along Main Street to a new outfall in the James River, and pumping station capacity improvements.

York County | Bruton High School Pump Station Rehabilitation and Force Main Replacement | York County, VA: Leanne was the engineer responsible for developing specifications, cost estimates, HVAC calculations, preparing SWPPP plan, and coordinating subconsultant contracts. Scope included evaluation and design services including preliminary condition assessment and hydraulic evaluation of an existing pump station, discharge force main alignment alternatives analysis, detailed pump station and force main design, preparation of construction documents, and the provision of bid and construction administration support services for rehabilitation of an existing sanitary sewer pump station and 14,000 LF of 10-inch force main replacement. The force main featured a 1,150 and 1,900 LF crossing of sensitive environmental areas installed by horizontal directional drilling.

City of Norfolk | Annual Consultant Agreement 2011-B | Norfolk, VA: Leanne was the engineer responsible for assisting with preliminary design of replacement sanitary sewer, assisting with survey and calculations to prepare a preliminary engineering report, developing specifications for a pump station replacement, and preparing SWPP plans for multiple project tasks. Work includes reports, design and construction documents for water, force main and sanitary sewer replacement and extensions, pump station construction and modifications.

**STUART SAMBERG, PE, PTP, PTOE, RSP, DBIA**

Traffic Studies

LOCATION

Richmond, VA

EDUCATIONMS, Sustainable Transportation Engineering
BS, Civil Engineering**REGISTRATION**Professional Engineer: GA + Others
Professional Transportation Planner
Professional Traffic Operations Engineer
Road Safety Professional
Certified Design Build Professional**YEARS OF EXPERIENCE**

20

Stuart has experience in a wide range of transportation projects throughout the Mid-Atlantic and Southeast. He is responsible for all facets of transportation engineering from planning and analysis to design for roadways, highways, transit facilities, and bicycle and pedestrian access improvements. He is experienced in the traffic engineering field and his experience includes all aspects of transportation planning and traffic engineering including traffic studies, signal design, signal timing optimization, corridor studies, traffic signing and marking plans, maintenance of traffic plans, street lighting, and intersection geometric improvements.

Gwinnett County, GA | Transportation Consultant Professional Services | Gwinnett County, GA: As the project manager, Stuart oversees developing projects, staffing each task order, providing technical guidance, and assuring quality procedures

are followed. To date, RK&K is providing planning work on five task orders under this contract, including the development of the Gwinnett County DOT SS4A Safety Action Plan, a School Access Improvement Study for Mill Creek High School, the Jim Moore Road ICE Analysis, South Gwinnett and Parkview High Schools Safety Study, and roadway design to improve traffic safety and operations along Steve Reynolds Boulevard between Satellite Boulevard and Club Drive.

GDOT | Regional Operational Improvements On-Call Contract for Districts 1, 2, and 5 | Dekalb, Clayton & Rockdale Counties, GA: Stuart served as RK&K's contract manager for all work performed for GDOT under this contract. He led the development of multiple synopsis packages for high-benefit, low-cost intersection and interchange improvements; an interchange modification report for I-20 and SR 42; and intersection improvement plans for SR 3 at Flint River Road.

Polk County Board of Commissioners | Continuing Engineering Services for Polk County Roads and Drainage | Polk County, FL: Stuart served as the traffic lead and technical advisor for analysis and design for a proposed intersection improvement at Galloway Road and Sleepy Hill Road. RK&K developed final design and construction plans for a roundabout, including roadway, drainage, stormwater, lighting, signing, and pavement marking improvements. For the Fort Fraser Trail Alternatives Analysis task, Stuart served as the project manager. The purpose of this project was to evaluate and compare engineering, environmental, and construction cost elements for three alternatives to support the County in selecting a preferred alignment. The study included coordination with the City of Lakeland and Florida's Turnpike Enterprise as multiple alternative routes were considered from an engineering, environmental, and cost perspective.

City of Bonita Springs | East Terry Street Stormwater and Multi-Use Pathway Project | Bonita Springs, FL: Stuart is directing this project in which RK&K is designing stormwater improvements to mitigate historical flooding at several locations along East Terry Street from Old US 41 to Bonita Grande Drive. The project includes shared-use path and other multi-modal improvements from Imperial Parkway to Bonita Grande Drive.



DAWN CARLSON
Traffic Studies

LOCATION

Atlanta, GA

EDUCATION

MA, Cartography
BS, Geography/Math

YEARS OF EXPERIENCE

35

Dawn's experience includes capacity analysis, safety analysis, travel forecasting, benefit-cost analysis, noise analysis, and crash analysis. She has worked on a variety of projects in Florida including congestion management studies, safety studies, and operational improvement studies. Dawn is experienced with various traffic analysis and design software programs including Highway Capacity Software, Synchro, SimTraffic, SIDRA, Cube, and ArcGIS. She has worked with various traffic data sources including historical traffic data from the Florida Department of Transportation (FDOT) and local planning agencies, lane counts and turning movement counts, crash data from Signal Four Analytics, CARS, and SSOGis, traffic speed data from Regional Integrated Transportation Information System (RITIS), transit data from regional transit authorities, and the Florida Standard Urban Transportation Modeling Structure (FSUTMS) traffic models.

Florida Department of Transportation | District Three - SR 390 (East 14th Street) PD&E Study from SR 77 (Ohio Avenue) to SR 75 (US 231 FPID 421225-2) | Bay County FL: Dawn served as traffic planner for this study that will evaluate the widening of approximately 4.4 miles of SR 390 from a two-lane rural undivided roadway, to a six-lane urban undivided facility with bike lanes and sidewalks. The study will consider roadway

safety, emergency evacuation capabilities, enhanced bicycle and pedestrian facilities, and facilitating the movement of people and goods, all while having the least amount of impact on social, economic, cultural, natural, and physical environments. The study limits include four intersections, a bridge over Mill Bayou, as well as multiple box culvert crossings. Since SR 390 is designated by the Florida Department of Environmental Protection Office of Greenways and Trail as part of the Greater Northwest Trail Corridor, context sensitive solutions and Transportation Design for Livable Community (LDLC) elements, such as a shared-use path will be evaluated based on community input and safety analysis.

Florida Department of Transportation | District One SR 789 (Little Ringling Boulevard) SWAT from Bird Key Drive to Sarasota Harbor West, Sarasota County, FL | Sarasota County, FL: Dawn served as traffic technician responsible for conducting traffic modeling for the Project Development & Environment (PD&E) portion of this State-Wide Acceleration Transformation (SWAT) project. The goal of this project is to rehabilitate the SR 789 (Little Ringling) bridge in Sarasota County to address structural integrity and operation deficiencies. SR 789 is an Urban Minor Arterial and is a four-lane divided roadway between Bird Key Drive and Sarasota Harbor West. The existing bridge was constructed in 1958 and has no shoulders or designated bicycle facilities spanning the bridge. SR 789 crosses the Coon Key Waterway and serves as the sole connection between downtown Sarasota to St. Armands Key and Lido Key. Improvements will focus on amending bridge deficiencies caused by deteriorating conditions, facilitating multi-modal (bicycle and pedestrian) transportation options and improving emergency evacuation and response times. Improvements considered may include a single bridge, twin bridges, as well as bicycle and pedestrian accommodations for all alternatives.

City of Bonita Springs, FL | East Terry Street Stormwater and Multi-Use Pathway Project | Bonita Springs, FL: Dawn is serving as a planner II for this project in which RK&K is designing stormwater improvements to mitigate historical flooding at several locations along East Terry Street from Old US 41 to Bonita Grande Drive. The project includes shared-use path and other multi-modal improvements from Imperial Parkway to Bonita Grande Drive.



JAMES DOWDY, PE
Roadway

LOCATION

Columbia, SC

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

20

James is a project manager and seasoned highway designer who has led and assisted with projects of various complexities, from interstates to local county roads and pedestrian streetscapes. He is very adaptable to the client's needs and able to accommodate various aspects of roadway projects. His experience ranges from geometric design (GEOPAK) and 3D modeling (OpenRoads Designer and Corridor Modeler) to traditional development of plans, profiles, and cross sections. James is very versatile and able to meet client needs with the latest technologies, as well as with the more familiar way of producing plans. Additionally, his skill set includes CADD production (MicroStation), quantities, maintenance of traffic design, signing schematic layouts, specifications, contract documents, and answering construction-related questions.

Paulding County DOT | Metromont Road Including Rosedale and Angham Intersections | Paulding County, GA: James served as the roadway lead responsible for right-of-way plans for this project, which consisted of intersection improvements and widening an arterial road. James coordinated design efforts with the hydraulics team and 3D modeling of the

roadway corridors. Despite facing challenges with new software, a tight schedule, and changes in project management, a comprehensive set of right-of-way plans was successfully submitted, delivering on project goals.

Gwinnett County | Transportation Consultant Professional Services, Task - School Access Improvement Study for Mill Creek High School | Hoschton, GA: James served as the roadway design lead for this task under a Transportation Consultant Professional Services contract. Options evaluated included roadway widening, new location alignments, intersection improvements, and multi-modal enhancements.

South Carolina Department of Transportation | Bridge Package 17 Design-Build Project, Task - Reeves Replacement of Six Bridges | Union County, SC: As the roadway design lead, James ensures that each roadway design is accurate, safe, and tailored to meet the environmental and project-specific constraints of each site. RK&K is the lead designer for this project, which consists of replacing six bridges, including the associated roadway and drainage work necessary to tie the new approaches to the existing roadways. The project also includes the demolition, removal, and disposal of the existing bridge structures. Effective communication with SCDOT, the contractor, the design team, and subcontractors is essential to ensuring the project's continued success.

Gwinnett County | Transportation Consultant Professional Services, Task - Steve Reynolds Boulevard (Satellite Boulevard to Club Drive) | Gwinnett County, GA: As roadway design lead for this task under a Transportation Consultant Professional Services contract, James is responsible for ensuring the roadway design is geometrically sound and that all plans are clear, readable, and consistent with the Gwinnett County plan development process for this project to improve traffic safety and operations along Steve Reynolds Boulevard between Satellite Boulevard and Club Drive. He serves as the liaison between County staff and RK&K roadway engineers. James' accurate communication throughout the project team and oversight of the roadway design process from beginning to end is essential for his role on this project. RK&K's scope of work includes roadway design; signal, signing, and pavement marking plans; stormwater management; erosion and sediment control plans; and transportation management plans.



ANDY MOY, PE

Traffic Operations Design; Highway Lighting

LOCATION

Fairfax, VA

EDUCATION

BS, Civil & Environmental Engineering

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

16

Andy has experience in transportation infrastructure projects, including traffic analysis, traffic signal design and timing optimization, preparation of MOT/sequence of construction plans, ITS/ATMS planning and design, roadway lighting design, and construction management services. His design experience spans from planning-level design and analysis through final construction plans.

Polk County Board of Commissioners | Professional Engineering Services for Roads and Drainage, Task - Fort Fraser Trail Extension Design from SR 540 (Winter Lake Road) to Glendale Street | Lakeland, FL: Traffic EOR responsible for the lighting, signing, and signal design of a 2.5-mile extension of Fort Fraser Trail from US 98 at Winter Lake Road to Lakeland Highlands Road at Glendale Street. The design includes a 175'-long single-span pedestrian bridge over sensitive wetlands, floodplain compensation, and traffic signal modifications along Lakeland Highlands Road at SR 570 (Polk Parkway) and the Lowe's Home Improvement driveway.

City of Bonita Springs | East Terry Street Stormwater and Multi-Use Pathway Project | Bonita Springs, FL: Traffic engineer for this project that called for the design of stormwater improvements to mitigate historical flooding at several locations along East Terry Street from Old US 41 to Bonita Grande Drive. Elements also include a shared-use path and other multi-modal improvements from Imperial Parkway to Bonita Grande Drive.

City of Bonita Springs | CN23-12 Rosemary Drive Stormwater and Multi-Use Pathway Engineering Design Services | Bonita Springs, FL: Andy served as a project delivery leader for this project. As a subconsultant, RK&K provided design for Complete Street and stormwater improvements along Rosemary Drive from Old US 41 to Vagabond Way.

Arlington County | Multi-Modal Traffic Engineering, Operations, Intelligent Transportation Systems Planning and Project Management Services | Arlington County, VA: Andy is serving as the task manager for several tasks under this contract including four intersection improvement projects. All projects consist of ADA curb ramp replacements and traffic signal replacement. In addition to acting as task manager, Andy serves as the lead traffic engineer for traffic signal, intersection lighting, signing, and pavement markings. Traffic signal design includes closed-circuit television cameras, accessible pedestrian signals, video detection cameras, and LED signal heads in accordance with the County's Traffic Signal Specifications and Standards. Street light designs require photometric analysis using AGI32 software in order to determine pole placements to achieve County light level criteria compliance. Signing and pavement marking designs consist of ensuring compliance with both the MUTCD and County standards.

Town of Herndon | Van Buren Street | Herndon, VA: Andy served as the traffic engineer for the Van Buren Complete Streets 30% plans and study. Responsible for the development of 30% signal, signing, marking, and photometric lighting plans. The photometrics on this project included lighting the roadway and pedestrian path to standard and required an evaluation of fixture type to ensure dark sky compliance and met the architectural vision for the corridor. The signal plans included a single diagonal pole at the Alabama Drive intersection to allow for the phasing configuration to limit queuing along the corridor. These plans will serve as the basis for future designs along the corridor and were designed to the Town and VDOT standards.



JASON WECKERLY, RLA, ASLA, CLARB

Landscape Architecture

FORESITE

LOCATION

Peachtree Corners, GA

EDUCATION

BS, Environmental Design

REGISTRATION

Licensed Landscape Architect: GA
CLARB Certified Landscape Architect

YEARS OF EXPERIENCE

33

Jason is a professional landscape architect with experience in site design. He brings to the firm a special expertise in environmental design and planning including a comprehensive understanding of both the design and the construction processes. He recognizes the importance of a schedule when it comes to project implementation and believes in heavy involvement with the maintenance and programming of all aspects of design.

Georgia Tech | Ferst Drive Streetscape with Bike Lane |

Atlanta, GA: Foresite Group developed a Master Plan and construction documents for Ferst Drive on the Georgia Tech campus, enhancing sidewalks, bike lanes, and trolley stops while reducing traffic lane widths. The design balanced utility coordination and ADA access while preserving large oak trees.

Cumming City Center | Boardwalk Trail System | Cumming, GA:

Foresite Group designed trails and a park with an amphitheater at Cumming City Center, incorporating a portion of Kelly Mill Branch. The project includes a trail funded in part by a \$200,000 Georgia DNR grant and enhancements to over 4,000 feet of stream and 20 acres of floodplain and floodway.

City of Auburn | Pearson Park Nature Trail | Auburn, AL:

Foresite Group is designing a 47-acre park on Shelton Road in Auburn, AL, featuring a meadow, pole barn, wooded areas, and wetlands. Planned amenities include trails, a playground, disc golf, a pavilion, and road improvements with new turn lanes. The project will be completed in two phases, incorporating ADA-accessible paths, stream crossings, and supporting infrastructure.



BRYAN BADEY, PE
Utility Coordination

LOCATION

Raleigh, NC

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

35

Bryan is experienced in the engineering industry, including several years of utility design through the NCDOT annual contracts, water, and sanitary sewer design for municipalities throughout the state, encroachment permits from NCDOT and the railroads, water and sanitary sewer permit from the North Carolina Department of Environmental Quality (NCDEQ), and subsurface utility engineering. Bryan has designed 1,000+ roadway crossings and one million feet of gravity sewers.

City of Chattanooga | Relocation of Sanitary Sewer Undercrossings along I-24 | Chattanooga, TN: Bryan served as the project delivery leader for this project. RK&K provided design and engineering support services for the relocation of three sanitary sewer crossings of Interstate 24. The scope of work included development of bid and contract documents for the construction of three new relocated under crossings and the subsequent abandonment of the existing crossings. In addition, RK&K provided permitting, bid phase, and construction support services.

City of Raleigh | Six Forks Road Improvements | Raleigh, NC: Bryan served as utility project manager for the Six Forks

Road Improvements, overseeing the utility design team and coordinating with utility owners, roadway, and hydraulic design teams. This project involved adding additional lanes, sidewalks, and bikeways along both sides of Six Forks Road. Bryan led the design for relocating approximately 9,000 linear feet of waterline ranging from 12 inches to 36 inches, along with three 20-inch waterlines connected to a ground-level water storage tank. His responsibilities included analyzing the impacts on existing water and sanitary sewer lines, managing the preliminary and final designs, and obtaining the necessary water and sanitary permits for the City of Raleigh.

North Carolina Department of Transportation | Division 1 2019-2021 Planning & Design Engineering Services, R-5021 Utility Design | Southport, NC: Bryan was utility project manager for the utility design of the R-5021 project near Southport. He coordinated with NCDOT, Southport, SE Brunswick Sanitary District, Brunswick County, and various private utility owners to relocate water and sewer facilities in a highly congested, rapidly developing area. The design included over 7,400 linear feet of horizontal directional drilling to avoid wetland impacts, along with a new pump station design due to unavoidable impacts to the existing station. Bryan also managed the design of more than 22,000 linear feet of force main, 5,400 feet of gravity sewer, and 4,400 feet of waterline, and worked with the NCDEQ to prepare necessary permits.

NCDOT | Division 12 2018 Planning & Design Engineering Consultant, Task - US 321 Widening from US 70 to US 321A | Burke, Caldwell and Catawba, NC: Bryan serves as senior utility designer responsible for utility design team oversight, communication with utility owners, and coordinating with roadway and hydraulic designs. This 4.78-mile project includes new interchanges at 13th Street SW and Alex Lee Boulevard, a new bridge on the Norfolk Southern Railroad, and a new bridge over the Catawba River/Lake Hickory. RK&K is providing utility design for the relocation of approximately 29,000 linear feet of waterline ranging in size from six-inch to 20-inch and 13,000 linear feet of sanitary sewer line owned by the City of Hickory and Caldwell County. Utility design includes analysis of the impacts on the existing water and sanitary sewer lines, preliminary design, final design, and permits from NCDEQ and the railroad.



TINA SWIEZY, PE
H&H Studies Roadway

LOCATION

Raleigh, NC

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: NC + Others

YEARS OF EXPERIENCE

40

Tina is the Director of Southeast Water Resources in RK&K's Raleigh office. She is responsible for the oversight, management and preparation of stormwater, H&H analyses. She has 40 years of extensive project experience for NCDOT, municipal, university, and site development projects including transportation design; site drainage design; master planning; stormwater management design; erosion control designs; culvert and bridge hydraulic modeling reports; scour analysis and resiliency assessments; NPDES compliance and permit preparation; and environmental interagency coordination and obtaining 401 and 404 permits. She routinely provides QA/QC for RK&K projects, including project deliveries for other disciplines. Tina also has extensive experience in coordinating RK&K and other firms' personnel on small local teams and large multi-regional teams to produce a single, high-quality product expected by our clients. She excels in identifying and solving issues in a timely manner.

GDOT | Special Drainage Contract | Statewide, GA: Tina is serving as RK&K's contract manager for this on-call contract. She is responsible for coordination with GDOT personnel,

roadway designers, and RK&K H&H specialists. The focus on this contract is to provide an appropriate culvert replacement that optimizes flood study needs and construction costs. She assures that all design recommendations adhere to GDOT standards and specifications and RK&K quality standards.

City of Raleigh | Six Forks Road Improvements | Raleigh, NC:

Tina is the director for this project in which RK&K is providing design services required to produce plans and contract documents for improvements to Six Forks Road from Lynn Road to Rowan Street (1.7 miles) to improve the road into a median divided, six-lane curb and gutter section with sidewalks and separated bikeways on both sides of the road. The project includes location surveys, subsurface utility engineering, geotechnical services, roadway design, water resources design (stormwater, erosion control, Stormwater Control Measure investigations/design), traffic counts, traffic analysis, traffic management, signing and delineation, signal design (temporary and final), utility design, utility coordination, right-of-way/easement plats, public involvement, and bidding/contract documentation services.

US Marine Corps | NC 24 (U-5132) Access and New Base Entry Road, Marine Corps Base (MCB) (Contract # N40085-09-C-3217) | Camp Lejeune, Jacksonville, NC:

Tina was the project and QA/QC manager responsible for oversight of the final storm drainage design, stormwater BMP design, and permitting for a new base entry point and new 6.5-mile, four-lane divided roadway for Camp Lejeune Marine Corps Base. The project included the final design and approval from DWQ of seven wet detention basins, five bioretention cells, and pervious pavement at the new Base Entry Point parking area.

North Carolina Department of Transportation | Macy Grove and I-40 Business Widening/Extension Design-Build (U-2800, SR 2601) | Forsyth and Guilford Counties, NC:

As hydraulics design/erosion control project manager, Tina was responsible for hydraulic design and erosion control plans for this design-build project that widened and extended 0.94 miles of Macy Grove Road (SR 2601) to a multi-lane roadway from approximately 0.4 miles south of I-40 Business/US 421 to approximately 0.2 miles north of East Mountain Street in Kernersville, NC. This project also included the design and construction of three bridges: Macy Grove Road over I-40 Business, Macy Grove Road over NSR, and Macy Grove Road over East Mountain Street.



MATTHEW COOK, PE
H&H Studies Roadway

LOCATION

Raleigh, NC

EDUCATION

BS, Civil Engineering - Transportation

REGISTRATION

Professional Engineer: GA + Others
Level III Designer - Erosion and Sediment Control Plans

YEARS OF EXPERIENCE

27

Matthew is a senior project delivery leader experienced in transportation engineering with an emphasis in hydraulic design. This experience includes hydraulic design and analysis of roadway drainage; stormwater management, pre-construction drainage versus post-construction drainage analysis; bridge and culvert design; hazardous spill basin design; hydrologic modeling for FEMA flood studies, including CLOMRs, LOMRs and MOAs; erosion and sediment control design; permitting preparation and compliance, including interagency concurrence point meetings and obtaining 401 and 404 permits; and hydraulic surveying and reconnaissance. Matt is well-versed in MicroStation, GEOPAK Drainage, HEC-RAS, HY-8, Word, Excel, and PowerPoint. He has also completed multiple training classes and coursework for controlling turbidity on construction sites and installing erosion control devices offered through North Carolina State University.

North Carolina Department of Transportation | NC 12 - Rodanthe Bridge Jug-Handle Design-Build over Pamlico Sound | Dare County, NC: As water resources manager, Matthew was responsible for hydraulics design, erosion control design, and

supervising jurisdictional impact tabulation for bidding. After award of this design-build project, he served as manager for all water resources aspects (drainage, erosion control, permitting, and agency coordination). The project is a three-mile new location project consisting of two lanes with open shoulder and one roundabout. The highlight of the design was a 2.4-mile bridge that extends into the Pamlico Sound. The bridge is over shallow water with submerged aquatic vegetation and a shipwreck. Coordination was necessary with NCDOT, the Army Corps of Engineers, North Carolina Division of Water Resources, the Division of Coastal Management, the Coast Guard, the National Park Service, and the US Fish and Wildlife Service for obtaining permits in addition to commenting from other agencies.

North Carolina Department of Transportation | 2021 Planning & Design and General Engineering Limited Services Agreement, Western Region, Task - Triangle Innovation Point Roadway Network Improvements (Project Blue - Mega-site Division 8) | Moncure, NC: As water resources senior manager, Matthew is responsible for the hydraulic design, major hydraulic crossings/modeling along with the FEMA coordination, hydraulic survey, erosion control design, and permit drawings and impact tabulation for jurisdictional features. He coordinates with other disciplines providing assistance for setting the roadway grades, utility conflict resolution, and traffic control layout. The new and existing location of this 9.8-mile, two-phase project includes five interchanges, two interchanges, three hydraulic bridges (two requiring FEMA coordination), and four RCBCs.

Tennessee Department of Transportation | I-75 Interchange at I-24 Phase 2 Design-Build | Hamilton County, TN: As senior water resources/hydraulics manager, Matthew is responsible for managing the hydraulic design, hydraulic surveying, RCBC (2) modeling, FEMA coordination, and jurisdictional impacts permit drawings to obtain the TDEC and 404 permits. The project is a 3.2-mile existing location project, four lanes in each direction with open shoulder and divided median. Design includes two interchanges, two separated grade crossings, and railroad coordination. Project is scheduled to be completed December 2025.



JEFF MEADOR, PE

Facilities for Bicycles & Pedestrians

LOCATION

Raleigh, NC

EDUCATION

MCE, Master of Civil Engineering
 BS, Environmental Science

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

26

Jeff offers experience on a wide variety of civil engineering projects, including the design and management of a broad range of tasks and assignments that include roadway and sidewalk design, hydraulics and stormwater design, erosion control, transportation design, and civil-site design. Jeff has experience with all phases of project design, from the initial planning phases to final design, bidding, and construction.

Town of Mooresville | Silicon Shores East-West Connector Road | Mooresville, NC: Jeff is the water resources manager responsible for oversight of hydraulic design for this project, which includes the construction of three new sections of roadway in the southeast corner of Interstate 77 and Langtree Road and pedestrian/bicycle improvements to connect NC 115/Mecklenburg Highway with Langtree Road in Mooresville. RK&K's scope of work includes project administration and coordination, roadway design, permitting, hydraulic design, structure design, rail design/coordination, geotechnical investigations and recommendations, traffic management (traffic control, pavement marking, capacity analysis, signals,

and signing), erosion and sediment control design, landscape design, utility design and coordination, right-of-way acquisition services, and plan review. This project is funded through a federal BUILD grant administered by NCDOT.

City of Fayetteville | On-Call Stormwater Systems Design and Construction Administration, Task - Ann Street Sidewalk Project | Fayetteville, NC: Jeff was the project manager responsible for oversight of design services to fill in gaps in the existing sidewalk along the west side of Ann Street. The project extended from Gorham Alley to Gray Street, approximately 1,800 feet, and provided an important pedestrian link between downtown Fayetteville and Lamon Street Park. The section of sidewalk south of Grove Street included several right-of-way constraints, including parking lots close to the existing roadway and existing overhead and underground utilities. RK&K prepared designs to minimize impacts to utilities and the trees. RK&K provided sidewalk design, private utility coordination, final bid documents, and traffic control plans.

Town of Garner | On-Call Street and Sidewalk Projects Professional Engineering Services, Task - Bryan Road Sidewalk | Garner, NC: Jeff is the project manager for this project adding sidewalk to the east side of Bryan Road between Ackerman Road and Elk Stone Trail. The project crosses a tributary to Mahlers Creek, which is located in a FEMA-detailed flood study. RK&K is completing floodplain modeling and a FEMA No-rise Certification for the project. RK&K is providing roadway and sidewalk design; stream, wetland, and buffer delineation and permitting; drainage design; hydraulic modeling and a FEMA No-rise Certification; private utility coordination; pavement marking and signing; and traffic control plans.

City of Raleigh | Leesville Road Widening/Improvements | Raleigh, NC: Jeff was the overall project manager responsible for improving Leesville Road from a two-lane shoulder section to a two-lane divided section with curb and gutter and sidewalk. The project includes roadway design, storm drainage and stormwater design, geotechnical investigations/design, utility design, utility coordination, and traffic analysis and design. Jeff was also responsible for the public involvement on the project which involved multiple public meetings as well as permitting. The project required 401/404 water quality certifications, an NCDOT encroachment agreement, NCDEQ erosion control permits, and City of Raleigh Development Review permitting.



**OSCAR GARCIA, PE**

Facilities for Bicycles & Pedestrians

LOCATION

Washington, DC

EDUCATIONME, Engineering
BS, Civil Engineering**REGISTRATION**

Professional Engineer: MD

YEARS OF EXPERIENCE

22

Oscar is an active transportation engineer with extensive experience in design for new construction and rehabilitation of roadways, on-street and off-street bicycle facilities, and pedestrian infrastructure. His breadth of experience includes geometric design for roadways, multi-modal facilities, traffic calming, road diets, sidewalks and intersection improvements, shared use paths and bikeways, and Context Sensitivity Solutions. Oscar has served as project manager and lead project engineer in a wide variety of projects, including in historic districts, where a multi-disciplinary approach and coordination with different reviewing agencies and stakeholders is required. Oscar is passionate about transforming communities by improving inclusion and accessibility conditions; and he is committed to incorporating the needs of the different users to create roadway environments that prioritize the safety of the most vulnerable while balancing constructability, best practices, design standards, and the goals of each project.

Maryland State Highway Administration | Context Driven Continued Services | Statewide, MD: As senior project engineer, Oscar provided engineering input for the evaluation and selection

of corridors across the state to be prioritized and included in the Pedestrian Safety Action Plan (PSAP), based on equity, crash data, and areas of need. Oscar's technical background was also essential for the development of the Toolkit Countermeasures for the different contexts within the state, from Urban Core to Rural, as well as the Urban, Traditional Town, and Suburban Activity Centers in between. He was responsible for evaluating the existing conditions and needs of each corridor to produce facility recommendations based on accessibility, safety, and mobility for the most vulnerable roadway users, as well as best practices at the different contexts described in the Toolkit.

Garrett County | Pedestrian and Bicycle Plan along MD 135 | Mountain Lake Park, MD:

Oscar is serving as the project manager for this effort that will include an in depth analysis of existing multi-modal conditions and two rounds each of public and stakeholder engagement. The project will culminate with a 30% design for the corridor comprised of discrete prioritized projects, each with planning level cost estimates.

City of Takoma Park | Maple Avenue Connectivity Project | Takoma Park, MD:

Oscar is the lead design engineer/project manager for this project. Maple Avenue is one of the largest City-maintained roads in Takoma Park. The segment studied in the project extends from the Washington, DC border to Sligo Creek. The corridor houses one of the most diverse populations of Black and Hispanic residents and senior residents. Maple avenue serves as a main street as it passes an elementary school, a daycare, a Community Center, a public library, a police station, and a large church. It also forms an artery connecting residents and visitors to the recreational opportunities of Sligo Creek Park and the commercial opportunities of Old Takoma. The City of Takoma Park contracted RK&K for the development of final design plans and estimates for corridor improvements aimed to enhance the safety and comfort of bicycle, pedestrian, and transit users on Maple Avenue. The limits of the project are the Washington, DC border on the south to Sligo Creek Parkway on the north. The RK&K design team, led by Oscar Garcia, has reviewed the existing conditions and previous studies to, jointly with the City, identify the facility and different improvements that best address the needs of the corridor. The proposed facility, for the segment north of Philadelphia Avenue, consists of two one-way protected bike lanes, one on each side of the roadway.



NICK MONACO, PE
Highway Lighting

LOCATION

Baltimore, MD

EDUCATION

MS, Civil Engineering
BS, Civil Engineering

REGISTRATION

Professional Engineer: MD + Others

REGISTRATION

14

Nick's experience includes developing and designing traffic facilities such as signalized intersections, corridor signing, ITS plans, and pedestrian and traffic lighting for clients throughout the Washington, DC metropolitan area. Projects range from small pedestrian lighting plans that enhance safety to large, corridor-wide ITS plans to convey information. Significant projects include leading the signing and pavement marking plans and lighting plans for the High Rise Bridge design build project in Chesapeake, VA, as well as ITS and lighting for the I-66 Outside the Beltway design-build project in northern Virginia. He has thorough knowledge of the recommended criteria from Illuminating Engineering Society of North America (IESNA) and VDOT.

Delaware Department of Transportation | Project Development and Design (1862F), Task - A Street Shared-Use Path Final Design | Wilmington, DE: Nick served as the technical manager. RK&K prepared final construction plans; updated and finalized stormwater management and drainage plan packages; addressed DelDOT review comments of signing, striping and

conduit plans prepared under a previous contract; prepared preliminary through final lighting design; updated the engineer's estimate; and prepared construction schedule.

Johns Hopkins Hospital | Traffic Master Plan | Baltimore, MD:

Nick analyzed pedestrian lighting for the entire Johns Hopkins Hospital (JHH) Main Campus. Illuminance data points were collected at five-foot intervals on all sidewalks (adjacent to roadways) and all crosswalks. The points were collected at the ground level and at a height of five feet in each direction of travel. The lighting points were analyzed by sidewalk blocks and by crosswalks and compared to recommended criteria from Illuminating Engineering Society of North America (IESNA). An existing conditions report was developed, and visual displays of the results were created. The report and visual displays were shared with JHH Facility Management. A guided walking tour was conducted to provide real-world examples of the results. Mitigations to existing deficiencies and recommended values were prepared for potential future implementation to create a uniform feeling of security and safety throughout the campus.

Maryland Transit Administration | Open-End Civil Engineering (#1379), BaltimoreLink - Tier 2 | Baltimore, MD:

Nick developed lighting plans and signing and pavement marking plans in conjunction with proposed improvements to bus layover facilities. Plaza lighting at the Penn-North Baltimore Metro Subway stop was designed in coordination with MTA. Both street lighting and signing and pavement marking plans were developed for a proposed bus layover facility on the Johns Hopkins Bayview Campus, which required coordination with MTA, BCDOT, the design team, and Johns Hopkins officials. Coordinated with BG&E for power coordination.

Maryland Transit Administration | Open-End Civil Engineering (#1379), Task - Baltimore Link - West Balt MARC | Baltimore, MD:

Nick developed lighting and traffic signal plans in conjunction with proposed improvements that included a bus loop/drop-off area/layover facility on Lot A at the West Baltimore MARC station. A photometric analysis and lighting plans were developed in coordination with MTA and BCDOT. RK&K performed utility coordination to obtain electrical service. Parking lot lighting, urban street lighting, and landscape lighting were included. A new signal was designed following BCDOT standards to mitigate potential safety concerns for increased vehicular and pedestrian traffic.



ANDY GOLDMAN, PLS
Survey



LOCATION

Atlanta, GA

EDUCATION

BS, Civil Engineering Technology

REGISTRATION

Professional Land Surveyor: GA

YEARS OF EXPERIENCE

28

Andy has more than 28 years of experience in the field of surveying for water resources and transportation projects. He reviews all work in the survey department for consistency of presentation and the application of appropriate standards. He is proficient in the use of Carlson, CAiCE, MicroStation, Autodesk Civil 3D, TDS Survey Pro Data Collector, Trimble TSC3 Data Collector, Nikon & Trimble total stations and levels, and Trimble and Spectra Precision GPS receivers. He is experienced in project management, database surveys, boundary surveys, topographic surveys, "As-Built" surveys, and ALTA/ACSM Land Title Surveys. He sets standards for Quality Assurance/Quality Control for all work in the department along with setting Total Quality Management standards and ensures the standards are implemented. He is experienced in Georgia Department of Transportation projects as well as local DOT projects. He has completed the GDOT's plan development process (PDP) and is familiar with the process, especially as it relates to field data collection, processing of the field data, and final deliverables utilizing InRoads, OpenRoads, and MicroStation software

packages.

Atlanta BeltLine, Inc. | Northeast Corridor Trail Topographic and Utility Surveys | Atlanta, GA: Andy served as the project surveyor on this project which provided topographic updates and additional topographic, utility, and boundary surveys for the portion of Northeast Trail from Westminster Drive to Mason. Project is approximately 1.25 miles long with Ansley Park and Golf Club to the west along the majority of the route. Deliverables included updated and new AutoCAD files.

Gwinnett County Department of Water Resources | 48" PCCP Replacement – Skyland Drive to Lenora Church Road | Gwinnett County, GA: Andy served as the project surveyor for design of the replacement of 9,600 LF of 48" PCCP with new 48-inch DIP. Project was designed to allow for shutdown of the 48" main and in-place replacement utilizing the same pipe trench to minimize rock excavation. The existing 48" PCCP laying schedule was reviewed to identify locations of beveled pipe and identify areas where standard DIP joints would not make the required deflection. Special requirements were coordinated with pipeline manufacturers to include design provisions for "high deflection" areas utilizing short lengths of pipe or special high deflection joints. Parallel distribution mains were also included along some sections to close gaps in the distribution system and to allow for switching connections and services from the 48" main to the new distribution main in order to maintain service to customers while the 48" main is out of service during replacement. Project included preparation of preliminary design, interconnection design and detailed staging requirements, fire flow analysis, environmental screening, surveying, permitting, preparation of plans and specifications for the construction of the project, preparing cost estimates, public outreach assistance, preparing easement plats as needed, public bidding assistance, limited construction support services, and record drawing preparation.

Gwinnett County Department of Water Resources | Countywide C200 Water Main Replacement Phase I | Gwinnett County, GA: Andy was the project surveyor for replacement and upgrade of 14,800 LF of water mains in Forest Vale, Pebble Creek, and Johnson Estates subdivisions. Surveying services included ground run topography to critical features, route survey including all visible utilities, existing features not in GIS, mailboxes, water meters, storm drainage pipes, and impacted landscaping.



KELVIN TYLER
SUE



LOCATION

Atlanta, GA

EDUCATION

BS, Project Management
AS, Drafting and Design Technology
Master Certification in Professional Program Management
Certification in Project Management

YEARS OF EXPERIENCE

24

Kelvin serves as Accura's Subsurface Utility Engineering (SUE) Manager. He is experienced in comprehensive project execution, quality, and risk management plans and has successfully executed multiple projects within contract schedule and budget requirements. He has experience using a wide range of geophysical tools and equipment to solve complex utility mapping problems. With more than 20 years of SUE experience, Kelvin has performed and managed numerous SUE investigation projects for a wide range of clients including Georgia Department of Transportation (GDOT), other state departments of transportation, department of defense, municipalities, industries, airports, petroleum, power utilities, environmental and geotechnical firms, and railways. In addition, he has managed numerous Utility Impact Analysis projects and has prepared numerous departments of transportation SUE deliverables and other investigation reports. Kelvin is experienced in coordinating with utilities as well as resolving utility conflicts. Kelvin has completed the GDOT's plan development process (PDP) training.

GDOT | Statewide Master SUE Contract | Statewide, GA: Project manager responsible for providing QA/QC, tracking and managing project budgets. The contract included subsurface utility engineering for both underground and above ground utilities. Included ASCE 38-02 Quality Level's A-D as well as Utility Impact Analysis, Data Management, and Training. The total contract amount for four years was approximately \$1.5 million and included more than 26 task orders, which, when completed, totaled more than 200,000 LF of buried utilities and approximately 200 test holes (QL-A).

City of Tucker | Storm Water Inventory | Tucker, GA: Kelvin was the SUE manager for this project. Scope of work included assessing, documenting, and photographing the size, depth, and condition of all storm water pipes and related structures. Utilized high-accuracy GPS equipment to capture the precise locations of all storm water structures, including inlets, outlets, manholes, and catch basins.

Gwinnett County Department of Water Resources | Lanier Filter Plant Enhancement | Buford, GA: Kelvin served as the SUE manager for this project. To enhance and update the infrastructure of the filter plant, the preliminary work for this project included a comprehensive topographic survey, Subsurface Utility Engineering (SUE) at Quality Level B (QLB), and Subsurface Utility Engineering at Quality Level A (QLA). He oversaw a Quality Level B (QLB) investigation to gather data on the horizontal positions of underground utilities and create a comprehensive utility map showing the approximate locations of all underground utilities, minimizing the risk of conflicts during construction. He also conducted a Quality Level A (QLA) investigation to obtain precise horizontal and vertical locations of critical underground utilities.

Atlanta BeltLine, Inc. | SR 14 at Westside Trail | Atlanta, GA: Kelvin served as the SUE project manager, providing QA/QC, tracking, and management of project budgets. This project refurbishes the entire length of the existing SR 14 bridge over the Beltline (abandoned CSX railroad) extending under Marta, CSX Railroad, and Murphy Avenue to the south with concrete lining to supply reinforcement.

Summerville | Summerville Bypass | Summerville, GA: Project manager responsible for providing QA/QC, tracking, and managing project budgets. The Summerville Bypass begins at SR 1/US 27 just east of the Chattooga River and will end at SR 48. This project has an approximate length of 2.0 miles.



GREG GOINS, PE
Soil Surveys

LOCATION

Raleigh, NC

EDUCATION

MS, Engineering
BS, Civil Engineering Technology

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

24

Greg is a senior project delivery leader with experience in a variety of projects, including roadways, retaining walls, buildings, bridges, railways, and stormwater management facilities. He has developed and directed subsurface exploration programs, including soil and rock sampling and laboratory testing methods. He is also experienced in using in-situ testing equipment, including Dynamic Cone Penetrometer (DCP). Greg is experienced in field work and drilling in areas of limited ROW, such as dense urban areas, interstate, and rail ROWs. He is experienced in characterizing subsurface conditions and recommending geotechnical engineering considerations, including bridge and building foundations, Mechanically Stabilized Earth (MSE) walls, earthwork, pavements, and stormwater management. His experience includes field inspection of drilled shafts and proof rolling for pavement subgrades, processing Requests for Information (RFI), and reviewing shop drawings.

Town of Mooresville | Silicon Shores East-West Connector Road | Mooresville, NC: As geotechnical manager, Greg was responsible for directing and supervising subsurface exploration

and pavement design investigations for the construction of three new sections of roadway in the southeast corner of Interstate 77 and Langtree Road. He provided subsurface inventory reports and geotechnical recommendations for the proposed roadway improvements and a culvert and reviewed the Pavement Design Investigation report prepared by the subcontractor.

City of Raleigh | Poole Road Widening and Signal Design Project | Raleigh, NC: Greg was the geotechnical project manager responsible for all geotechnical investigations and analysis. This project widened one mile of Poole Road from a two-lane shoulder section to a four-lane divided section with curb-and-gutter and sidewalk, and included a new multi-use path that ties to the Neuse River Trail.

North Carolina Department of Transportation | NC 12 - Rodanthe Bridge Jug-Handle Design-Build over Pamlico Sound | Dare County, NC: As geotechnical manager, Greg was responsible for geotechnical design and coordination for this three-mile, two-lane new location design-build project with open shoulder and a roundabout. The highlight of the design is a 2.5-mile-long multi-span bridge over the Pamlico Sound, west of the Outer Banks and the Atlantic Ocean. The geotechnical scope included performing subsurface investigations and provided foundation recommendations for the bridge transition spans, roadway, and retaining wall. The bridge is supported by driven 30" square and 54" cylinder piles.

City of Raleigh | Six Forks Road Improvements | Raleigh, NC: As the geotechnical project manager, Greg was responsible for supervising the pavement design investigation for widening the six-lane divided roadway. The investigation included 23 pavement borings, including Dynamic Cone Penetrometer (DCP) testing of the existing subgrade. Laboratory testing of subsurface soils was conducted, including natural moisture content determination, classification testing, and a California Bearing Ratio (CBR). Greg provided pavement investigations inventory and pavement recommendations, including recommendations for pavement subgrade stabilization, final pavement designs, and recommendations for the mill and overlay of the existing roadways.

**KEN KHANIDOKHT, PE**

Soil Surveys; Geological & Geophysical Studies

**LOCATION**

Atlanta, GA

EDUCATION

BS, Civil Engineering

REGISTRATION

Professional Engineer: GA + Others

YEARS OF EXPERIENCE

24

Ken has 24 years of geotechnical design experience over a wide range of projects, including design support for transportation projects as well as water and wastewater facilities, industrial facilities, residential developments, and land development projects. His expertise includes deep foundations, soil/site improvement, retaining/MSE wall analyses, slope stability analyses, settlement analyses, and soil/structure interaction over a wide range of geotechnical settings.

Gwinnett County | Beaver Ruin Greenway Pedestrian Bridge and Board Walk Foundation Investigation | Gwinnett County, GA: Ken served as the senior geotechnical engineer for this project. Accura performed a foundation investigation and report that met Georgia Department of Transportation (GDOT) guidelines and format for the construction of a bridge and boardwalk at the site located in the area called Beaver Ruin Creek Greenway. The project location is an undeveloped section that will include two bridges and two boardwalk sections. Two pedestrian bridges will be constructed. The first bridge will be 60 feet long and run over an unnamed tributary to Beaver Ruin

Creek. The second bridge will be 160 feet long over the creek with boardwalk located in a wetland crossing. During the field investigation, borings were taken from depths ranging from five to 30 feet. The report included a summary of the foundation investigation; Special Provision 520-Piling; Special Provision 523-Dynamic Pile Testing; a description of field exploration procedures; and analytical data. Subsurface features were characterized and the range of depth to the partially weathered rock (PWR) and groundwater were presented in the report. All work was completed under the direct supervision of a registered professional geotechnical engineer.

GDOT | GEC MMIP SR 400 Express Lanes | Statewide, GA: Ken was the senior geo-environmental engineer for this project. Accura performed a Phase I Environmental Site Assessment for the area of GA 400 in substantial conformance with the scope and limitations of ASTM Practice E 1527-05 and the All-Appropriate Inquiries Rule. Accura utilized a commercial database reporting company (Environmental Data Resources, Inc., or EDR) to provide Federal, State, and Tribal environmental records. Accura conducted a historical review on the past use of the area of GA 400 during completion of the Phase I Environmental Assessment. They summarized the facilities identified in the vicinity of the area of GA 400 and provided Accura's conclusion concerning whether they represent a REC to the Project Site. For the Phase II portion, Accura drilled several borings on the Project Site to recover soil samples for testing using an organic vapor monitor (OVM) instrument. Several groundwater samples were obtained from soil borings for analytical testing for polynuclear aromatic hydrocarbons (PAH) and volatile organic compounds (VOCs). Drilling performed to a depth of 25 feet below ground surface or refusal on rock. Groundwater samples were collected and analyzed for environmental impacts. Soil samples were screened at five feet intervals to a depth of 25 feet. All soil samples screened with a Photo-Ionization detector (PID). The soil sample with the highest PID reading throughout the borings was analyzed.

GDOT | MMIP I-285 Top End Express Lanes East of SR 400 | Fulton and DeKalb Counties, GA: Ken was the senior engineer for this project and was responsible for leading the investigation and assessment for a soil survey. The report provided outlined the field exploration, laboratory data, and assessment. This project consists of the construction of express lanes on I-285 Top End East of SR 400 to the overpass of Evans Road.



BOBBY HARWELL, PE

Field Testing of Roadway Construction Materials



LOCATION

Atlanta, GA

EDUCATION

BS, Civil Engineering Technology

REGISTRATION

Professional Engineer: GA
 Certified Weld Inspector
 NACE Coating Inspector Level 1
 NPDES Level 1B Certified Inspector

YEARS OF EXPERIENCE

26

With 26 years of experience, Bobby is responsible for land development inspections, construction management, and engineering analysis. He is also responsible for the project management of construction materials testing projects by assisting with budgeting, project scheduling, cost control, and interpretation of field and laboratory testing. Bobby has inspected land development projects, structural steel and coatings, monitored deep foundation construction, including ground improvement techniques, auger cast-in-place piles, and drilled pier foundations. His experience also includes inspections for earthwork undercutting, shallow foundations, concrete reinforcing steel, floor flatness and levelness, post-tension stressing observations, masonry, structural steel, spray-applied fireproofing, roofing, and NPDES. Further, duties include preparing daily paperwork, documenting site progress

conditions, maintaining deficiency logs, and tracking corrective action procedures with photo documentation. Projects have included multi-use high rise buildings, residential subdivisions, academic buildings, stadiums, and commercial facilities.

Design Build Project for Roof Replacement and Painting of Steel Ground Storage Tanks at Scott Candler Water Treatment Plant (SCWTP) | Atlanta, GA: Construction site manager/project coordinator. Bobby provided full-time construction oversight duties, NACE inspections, NPDES inspections, coordination, preparation of daily reports, and filing of the reports and pictures on the project SharePoint site. He also provided the construction oversight for the Design/Build Project - High Service Pump Station Header and Transfer Pump Replacement at Scott Candler Water Treatment Plant.

Mercedes-Benz Stadium | Atlanta, GA: Construction site manager/project coordinator. The new Atlanta Falcons Stadium is the City's premier project for the 21st century. The stadium is estimated to have cost \$1.2 billion and has a seating capacity of 71,000. The iconic design has a retractable roof that works like an aperture in a camera and a triangular skin that wraps around the seating. Wood provided all construction material testing and special inspections during the construction. Bobby was responsible for land development inspections, scheduling, tracking discrepancies and non-conformance items, and coordinating efforts during and between inspections. He also performed inspections including those related to foundation subgrades, utilities, rebar, concrete, masonry, structural steel welding, bolting, coatings, and fireproofing.

Beaver Ruin Pump Station Phase 3 Upgrade | Lawrenceville, GA: Construction site manager/project coordinator responsible for construction oversight and inspections. Project included construction of second-stage pump station (north of the existing pump station) measuring 60 feet by 150 feet, steel-framed with exterior masonry walls, and a mat slab foundation thickened at column and heavy equipment locations. Project also included a containment slab for relocating generators and transformers, new surge tank, and new value vault.



GEORGE ESCOJIDO, CCM
 Construction Supervision

LOCATION

Atlanta, GA

EDUCATION

High School Graduate

REGISTRATION

Certified Construction Manager

YEARS OF EXPERIENCE

38

George is a director of construction management with extensive experience in construction engineering, inspection, and issue resolution on highway, bridge, and utility construction projects. He is CCM certified through the Construction Management Association of America with more than 30 years of experience in recruiting, training, and managing consultant construction engineering and inspection contracts. As a former underground utility contractor, George has hands-on experience in the installation of new water and sewer lines, open cut and installation, trenchless technologies, horizontal directional drilling, and the repair of existing facilities. Having served on construction projects at every level, from inspector to project engineer, he offers a unique insight into construction project delivery for federal, state, and local municipalities. Since joining RK&K, George has established and managed RK&K's CEI operations in Georgia, Tennessee, North Carolina, and Florida. In each state, he developed and managed CEI teams and services for construction projects involving utilities in rural and urban regions. He spent more than three years assigned to a general engineering consultant contract, providing construction engineering support services from pre-construction through

post-construction. His experience includes claims analysis and negotiations, dispute review board presentations, constructability reviews, CPM schedule review, contract time establishment, utility relocation negotiations, monthly/final estimate assistance, project certification, and quality assurance review.

GDOT | Construction, Engineering, and Inspection (CEI) On-Call

| District 6, GA: George is the contract manager responsible for negotiating task order scoping, submission of cost proposals, providing appropriate personnel meeting classification requirements, providing equipment, oversight of invoicing, task order supplemental agreements, oversight of staff training, task assignment, and quality assurance oversight. As a subconsultant, RK&K's scope of work includes the US 27 Bridge Replacement in Walker County, which consists of demolition of a structurally deficient bridge with a six-span, 425-foot-long, composite 78-foot-wide bridge using multiphase construction. RK&K's inspection staff is providing the necessary contract administration, inspection, and materials sampling and testing for the project.

City of Thomasville | CEI for Sidewalk and Pedestrian Bridge

on Old Albany Road | Thomasville, GA: George is the contract manager for this project in which RK&K is providing CEI for sidewalk and pedestrian bridge on Old Albany Road (US-84 Bus/SR-38 Bus).

TDOT | 2020 Region 2 CEI Services On-Call Contract (CNU011)

| Statewide, TN: George was the contract manager responsible for oversight of the contract, projects, and the quality assurance program to ensure the team's compliance in delivering construction management and CEI services to Region 2. As a subconsultant, RK&K's scope of work included the Industrial Access Road Serving Volkswagen Group of America Supplier Park (CNU221), which consisted of full construction, grade, drain, base, pave, guardrail, signing, marking, retaining wall, lighting, sidewalk improvements, and signalization upgrades. Interstate interchange, roadway, and bridge design and construction as well as environmental compliance were included. The project was completed in 2022, with a construction value of \$13.5 million. The I-24 Interchanges at SR 2 (Broad Street) and SR 58 (Market Street) project (CNU011) included grading, drainage, bridges, retaining walls, and paving on I-24 at the interchanges of US 11 (US 41, US 72, SR 2, Broad Street) and SR 58 (Market Street). The project was completed in September 2023, with a construction value of \$32 million.



EMMA HIGHFIELD, PE

Erosion, Sedimentation & Pollution Control and Comprehensive Monitoring Program

LOCATION

Atlanta, GA

EDUCATION

BS, Civil Engineering (Water Resources focus)

REGISTRATION

Professional Engineer: GA
Certified Professional in Erosion & Sediment Control
40-Hour Hazardous Waste Operations & Emergency Response, OSHA

YEARS OF EXPERIENCE

6

Emma is a civil and water resources engineer with professional experience in hydraulic and hydrologic (H&H) modeling and analysis, design, and inspection of best management practices (BMPs), and stormwater permit compliance for both construction and industrial sites. Her BMP experience includes erosion and sediment control practices, grey infrastructure, and green infrastructure and low impact development (GI-LID) practices. Emma is very familiar with the Georgia Construction General Permit (CGP) and Industrial General Permit (IGP). Emma has worked with the following modeling softwares: HydroCAD, HY-8, EPA SWMM, Autodesk Hydrographs, Autodesk Storm Sewers, and WinTR-55. Her project experience spans work in several states, most notably in Georgia, Ohio, Tennessee, and Florida, for federal and state governments, municipalities/counties, and private clients.

Gwinnett County | Consultant Demand Services Annual Contract, Task - Category C Watershed Services | Gwinnett County, GA: Emma served as the lead engineer designing

stormwater BMPs to address flooding concerns at Lilburn City Park. Emma conducted a preliminary site visit; prepared draft and final feasibility reports; provided permitting support; developed 30%, 60%, 90%, and certified-for-construction drawing packages and design reports; and provided oversight and support during construction of the BMPs.

Gwinnett County | Consultant Supplemental Demand Services for Stormwater Support, Task - Lilburn City Park Stormwater Development | Gwinnett County, GA: Emma served as the lead engineer designing stormwater BMPs to address flooding concerns at Lilburn City Park. Emma conducted a preliminary site visit; prepared Draft and Final Feasibility Reports; provided permitting support; developed 30%, 60%, 90%, and certified-for-construction drawing packages and design reports; and provided oversight and support during construction of the BMPs.

Gwinnett County | Consultant Demand Services Annual Contract, Task - Minor Capital Stormwater Pipe Design and Surveying | Gwinnett County, GA: Emma serves as a design engineer developing concept-level alternatives for pipe replacement or rehabilitation in response to drainage complaints, coordinating with GCDWR staff to select the most appropriate alternative for the scenario, and developing construction plans and a design report for implementing the proposed alternative. Additionally, Emma reviews new pipe easements prepared by a subcontractor so that GCDWR can perform maintenance work on pipes.

Chattanooga, TN | On-Call Green Infrastructure Design Plan Production (S-20-004-100), Task - Heritage Park Parking Lot | Chattanooga, TN: As a project engineer, Emma is providing a wide range of services under this on-call contract including planning, permitting, design, and construction support services for stormwater BMPs, GI, and traditional stormwater piped systems for the City right-of-way and parks to assist the City in meeting compliance components of the EPA's Clean Water Act and NPDES permits.

**DANIELLE SCHWANKE**

Field Inspections for Compliance of Erosion & Sedimentation
Control Devices Installations

LOCATION

Atlanta, GA

EDUCATION

MS, Civil Engineering
BS, Architectural Engineering

REGISTRATION

MS4 Compliance & Enforcement Certified Inspector, NPDES
Level 1A Fundamentals, Georgia Soil & Water Conservation
Commission

YEARS OF EXPERIENCE

6

Danielle has experience in water resources, including watershed assessments, design, and construction of stormwater quality and quantity facilities, including water quality BMPs, storm drains, erosion and sediment control, and contraction management and inspection. Her experience includes restoration projects for MS4/TMDL compliance. She is proficient in addressing stormwater emergency needs and preparing construction plans, specifications, and engineer's estimates for SWM/ drainage projects and project management for both small- and large-scale projects. She is currently working with the Gwinnett County Department of Water Resources on several stormwater master plans and BMP design and construction projects.

Gwinnett County | Consultant Demand Services Annual Contract, Task - BMP Inspections & IDIC Support 2024 | Gwinnett County, GA: Design Engineer to provide on-site supplemental staff augmentation to Gwinnett County Department of Water Resources (DWR) for Best Management Practice (BMP) inspection support and Illicit Discharge and Illegal Connection

(IDIC) investigation support. Danielle provided on-site supplemental staff augmentation services to include training and managing RK&K staff to provide continuous staffing support, performing BMP inspections in compliance with the 2024-2029 NPDES Phase I MS4 reporting requirements, responding to IDIC work order requests and performing IDIC work order investigations, and performing water quality sampling in compliance with the 2024-2029 NPDES Phase I MS4 reporting requirements.

Gwinnett County | Consultant Supplemental Demand Services for Stormwater Support, Task - Lilburn City Park Stormwater Development | Gwinnett County, GA: Danielle served as the water resource engineer responsible for developing several potential concepts for stormwater improvements for the Lilburn City Parks Lot to address parking lot drainage issues / frequent flooding. Danielle assisted with two concept solutions. One option primarily utilized traditional grey infrastructure improvements, and another concept option detailing several potential green infrastructure practice opportunities, including previous pavement and bioretentions. A concept cost estimate for the green infrastructure opportunities and the grey infrastructure improvements were completed.

Gwinnett County | Consultant Supplemental Demand Services for Stormwater Support, Task - Shoal Creek Filter Plant BMP Design | Gwinnett County, GA: As water resources engineer, Danielle assisted with the implementation of grey and green infrastructure at Shoal Creek Filter Plant, to mitigate drainage concerns and improve water quality treatment of impervious coverage. The design highlighted the partnership of traditional grey infrastructure with innovative GI solutions. The design included curb and gutter, trench drain, grass swales, and a bioretention. Danielle developed construction ready plans with Engineer of Record oversight and bid-ready documents to include an engineers cost estimate. Danielle provided construction quality management and inspection services, to ensure high quality installation of stormwater BMPs.

City of Chattanooga | On-Call Green Infrastructure Design Plan Production (S-20-004-100) | Chattanooga, TN: As an associate engineer, Danielle is providing a wide range of services under this on-call contract, including planning, permitting, design, and construction support services for stormwater BMPs, GI, and traditional stormwater piped systems for the City ROW and parks.



GARY H. WEBB, PE
 Right-of-Way



LOCATION

Braselton, GA

EDUCATION

BS, Industrial Engineering

REGISTRATION

Professional Engineer: GA

Real Estate License, Associate Broker: GA

YEARS OF EXPERIENCE

19

Gary has more than 19 years of right-of-way experience. He is currently serving as right-of-way project manager, pre-acquisition coordinator, and/or negotiator for several State Department of Transportation projects in Georgia. He has extensive experience working with both local governments and the Georgia Department of Transportation.

Cherokee County | SR 20 Corridor Widening | Cherokee County, GA: Gary served as acquisition agent. Duties included all acquisition, relocation, and negotiation activities. The project was the first turn-key right-of-way project to be awarded by GDOT and includes a total of five projects with 895 parcels to be acquired, including 159 relocations over 19 miles. Right-of-Way Certification is scheduled in phases. BM&K was the prime consultant for all five projects, while Gary worked on PI0014132 and PI0014133 with the team. These two projects totaled 200+ parcels and 30+ relocations.

Forsyth County | Post Road Widening, SR 9 to CR 5/Kelly Mill Road | Forsyth County, GA: Gary served as senior acquisition agent and prepared offer packages, relocation interview

documents, and met with property owners. Project will widen SR 371 from SR 9 to Kelly Mill Road and is located west of the City of Cumming. The design includes two lanes in each direction with a 16 to 20-foot raised median and is 3.64 miles in length.

Rabun County | Highway 441 Widening | Rabun County, GA: Gary served as acquisition and relocation agent. This project widened SR 15/Highway 441 to have four travel lanes and a raised median from Cathey Road to Kelly Creek Road and includes the replacement of the bridge of the Little Tennessee River. This project was split into three phases. Gary worked on phase III, SR 15 from Cathey Road to north of Kelly Creek Road.

Fulton County | SR 9 Widening | Fulton County, GA: Gary served as acquisition manager as well as relocation and acquisition agent. The four-lane, context-sensitive urban design would widen and reconstruct SR 9 from Upper Hembree Road to Windward Parkway. This portion of the project would tie into the existing five-lane urban section while providing operational improvements, including installations of a raised and flush medians, turn lanes, bicycle and pedestrian facilities.

Towns County | SR 66 Bridge Replacement | Towns County, GA: Gary served as acquisition agent. Project consisted of replacing a structurally deficient and obsolete two-lane bridge. Project was located at SR 66 at Brasstown Creek, 0.5 miles northwest of Young Harris. The proposed structure is 44' wide and 120' long. The centerline of the proposed roadway will be relocated to the east of the existing roadway utilizing the existing roadway during construction. The existing roadway on the northwest side of the old bridge will be converted into recreational parking as per an agreement with GA DNR.

Forsyth County | SR 9 Widening | Forsyth County, GA: Gary served as acquisition manager as well as relocation and acquisition agent. Project CSSTP-0008-00 (357) is located in Forsyth County and includes the widening of SR 9/Atlanta Highway from existing two lanes to four lanes with raised median and urban shoulders. Project begins just past the intersection with SR 371/Post Road/Mullinax Road and ends 1,000 feet south of the intersection with SR 141/Bethelview Road, for a total length of 3.5 miles.



DENISE JEAN DUNAGAN
Right-of-Way



LOCATION

Holly Springs, GA

EDUCATION

Floyd Junior College

REGISTRATION

Georgia Department of Transportation Right-of-Way
Prequalification Certification: D-4-C Negotiation Agent 2

YEARS OF EXPERIENCE

40

Denise was employed as a right-of-way specialist II for the GDOT for almost 30 years, starting in the preconstruction and human resources departments before moving to right-of-way and performing professional real estate duties. While at GDOT, she negotiated increasingly complex property settlements with property owners for required right-of-way, including relocations and preparing negotiations for services value range calculations. She has worked with BM&K for 10 years in right-of-way negotiations.

Cherokee and Forsyth Counties | SR 20 Corridor Widening |

Cherokee and Forsyth Counties, GA: Denise served as senior right-of-way agent. Duties included all acquisition activities for the four projects she worked on. The project was the first turn-key right-of-way project to be awarded by GDOT. Right-of-way certification is scheduled in phases: Scott Road to Union Hill Road, 2.0 miles, Cherokee County; East Cherokee Drive to SR 369, 2.1 miles, Cherokee County; and SR 369 to SR 371/Tribble Road, 6.3 miles, Cherokee and Forsyth Counties.

Paulding County | SR 92 Widening, Nebo Road to East Paulding

Middle School | Paulding County, GA: Denise served as senior right-of-way agent and prepared offer packages, relocation interview documents, and met with property owners. Project widened SR 92 and added two 11-foot lanes in each direction with a 20-foot raised median, curb and gutter, multi-use trail on west shoulder and five-foot sidewalk on east shoulder and turn lanes at major intersections.

Forsyth County | Post Road Widening, SR 9 to CR 5/Kelly Mill

Road | Forsyth County, GA: Denise served as senior right-of-way agent and prepared offer packages, relocation interview documents, and met with property owners. Project will widen SR 371 from SR 9 to Kelly Mill Road and is located west of the City of Cumming. The design includes two lanes in each direction with a 16- to 20-foot raised median and is 3.64 miles in length.

Paulding County | Cedarcrest Road Widening, Harmony

Grove Church Road to Cobb County Line | Paulding County, GA: Denise served as senior right-of-way agent and prepared offer packages, relocation interview documents, and met with property owners. Project will widen CR 72 Cedarcrest Road from the existing two-lane roadway to four lanes.



PAM DIGSBY
Right-of-Way



LOCATION

Holly Springs, GA

EDUCATION

Coosa Valley Technical College Appraisal Institute

REGISTRATION

Certified General Appraiser: GA
Real Estate License: GA

YEARS OF EXPERIENCE

42

Pam had a 33-year career with the Georgia Department of Transportation and served as assistant state R/W team manager. During her career at GDOT, she served in the office of right-of-way for 23 years and served as a drafter in road design for 10 years. She retired from GDOT in 2012 and joined BM&K in 2016. Pam offers project management services to all projects in the northwestern portion of the state. She also assists the engineers with cost to cure reports and provides plan review and design revision recommendations to lessen impacts on properties. Her drafting and design technology experience provide her the skills to be very knowledgeable of ROW plans and design issues related to ROW impacts. Finally, she prepares cost estimates, reviews offers, performs plan review of ROW plans, coordinates with designers for plan modifications, and makes offers to owners and relocation offers.

Cherokee and Forsyth Counties | SR 20 Corridor Widening | Cherokee and Forsyth Counties, GA: Pam serves as senior acquisition agent. Duties include oversight of all acquisition activities. The project was the first turn-key right-of-way project

to be awarded by GDOT and includes a total of 895 parcels to be acquired, including 159 relocations over 19 miles. Right-of-Way Certification is scheduled in phases: Scott Road to Union Hill Road, 2.0 miles, Cherokee County; Union Hill Road to East Cherokee Drive, 3.2 miles, Cherokee County; East Cherokee Drive to SR 369, 2.1 miles, Cherokee County; SR 369 to SR 371/Tribble Road, 6.3 miles, Cherokee/Forsyth Counties; and SR 371/Tribble Road to North Corners Parkway, 5.2 miles, Forsyth County.

City of Holly Springs | Holly Springs Parkway Widening, Phase I |

Holly Springs, GA: Pam served as right-of-way project manager for the \$3.3M phase I of the Holly Springs Parkway widening project. This project widened Holly Springs Parkway from a two-lane rural road to a four- and five-lane urban highway. The project included traffic signals, environmental screening and permitting, utility coordination, and staging plans. Phase I was 0.4 miles and ran from Home Depot Drive to Rabbit Hill Road.

City of Holly Springs | Holly Springs Parkway Widening, Phase II |

Holly Springs, GA: Pam served as right-of-way project manager for the \$5.6M phase II of the Holly Springs Parkway widening project. This project widened Holly Springs Parkway from a two-lane rural road to a four- and five-lane urban highway. The project included traffic signals, environmental screening and permitting, utility coordination, and staging plans. Phase II was 0.6 miles and ran from Rabbit Hill Road to Ronnell Road. The project involved 22 parcels with two relocations.

Paulding County | SR 92 Widening, Nebo Road to East Paulding Middle School | Paulding County, GA:

Pam served as right-of-way project manager and prepared offer packages, relocation interview documents, and met with property owners. Project widened SR 92 and added two 11-foot lanes in each direction with a 20-foot raised median, curb and gutter, multi-use trail on west shoulder and five-foot sidewalk on east shoulder and turn lanes at major intersections. The project involved 293 parcels with 33 relocations.

Forsyth County | Post Road Widening, SR 9 to CR 5/Kelly Mill Road | Forsyth County, GA:

Pam served as senior acquisition agent and prepared offer packages, relocation interview documents, and met with property owners. Project will widen SR 371 from SR 9 to Kelly Mill Road and is located west of the City of Cumming. The design includes two lanes in each direction with a 16- to 20-foot raised median and is 3.64 miles in length.

**TAMMY DUKE**
Right-of-Way**LOCATION**

Braselton, GA

EDUCATION

Real Estate Management School

MLS Real Estate School

REGISTRATION

Certified General Appraiser: GA

Real Estate License: GA

YEARS OF EXPERIENCE

23

Tammy has more than 23 years of appraisal expertise in appraising all types of residential and commercial properties. Residential appraisal experience includes single family and multi-family residential properties including apartments. Commercial properties appraised include retail strip shopping centers, restaurants, office buildings, office/warehouse buildings, retail stores, motels, automobile repair garages, convenience store/gas stations, automotive dealerships, fast food restaurants, mobile home parks, and all types of vacant land. In addition, she specializes in the appraisal of commercial and residential properties impacted by road acquisition projects, utility easements, parks and recreational facilities, airport acquisitions with air rights, and conservation easements throughout the Metropolitan Atlanta and the State of Georgia. She has completed reports for a wide range of clients such as GDOT, US Department of Justice, Federal Aviation Administration, local governments, law firms, private corporations, banks, and private individuals. She has provided

valuations of fee simple, leasehold, leased fee interest, and consequential damages/benefits. Tammy has worked with GDOT personnel over the years and is familiar with GDOT policies and procedures. She is on the Appraisal (Level 3) approved list at DOT and this knowledge, along with her appraisal skills, provides her with the ability to resolve complex issues and deliver an excellent work product to GDOT. In addition, she has been qualified as an expert witness in a variety of state court cases and selected as an appraiser on several court Special Assessor Appraiser Panels.

Cherokee and Forsyth Counties | SR 20 Corridor Widening | Cherokee and Forsyth Counties, GA:

Tammy serves as appraisal manager. Duties include oversight and lead valuation of all appraisal activities. The project was the first turn-key right-of-way project to be awarded by GDOT and includes a total of 895 parcels to be acquired, including 159 relocations over 19 miles. Right-of-Way Certification is scheduled in phases: Scott Road to Union Hill Road, 2.0 miles, Cherokee County; Union Hill Road to East Cherokee Drive, 3.2 miles, Cherokee County; East Cherokee Drive to SR 369, 2.1 miles, Cherokee County; SR 369 to SR 371/Tribble Road, 6.3 miles, Cherokee/Forsyth Counties; and SR 371/Tribble Road to North Corners Parkway, 5.2 miles, Forsyth County.

Paulding County | SR 6/CR 461/Dallas Nebo Road to SR 6/US 278/Dallas Bypass Widening | Paulding County, GA:

Tammy served as appraisal manager for this widening project and provided the lead valuation oversight under the Valuation Services Contract for approximately 180 appraisals, along with supporting cost to cure reports, sign, trade fixture, septic, and other various specialty reports. Working with the proposed team, she coordinated with the Review Appraisers, Appraisers and GDOT staff in order to determine the appropriate appraisal needs for the project.

Floyd County | SR 6/CR 461/Dallas Nebo Road to SR 6/US 278/Dallas Bypass Widening | Floyd County, GA:

Tammy served as appraisal manager for the construction of the Southeast Rome Bypass and provided the lead valuation oversight under the Valuation Services Contract for 150 appraisals, along with supporting cost to cure, sign, trade fixture, septic, and other various specialty reports. Working with the proposed team, she coordinated with the Review Appraisers, Appraisers, and GDOT staff in order to determine the appropriate appraisal needs for the project.

RK&K CONTRACTOR AFFIDAVIT FORM

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

269611

Federal Work Authorization User Identification Number

Rummel, Klepper & Kahl, LLP

Name of Contractor

10/28/2009

Date of Authorization

Design Services at Huddleston Road
RFP #25-111BES

Name of Project

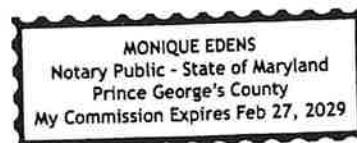
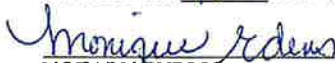
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on April 14, 2025 in Baltimore (city), Maryland (state).
Signature of Authorized Officer or Manager

Nathan Atkinson, PE

Printed Name and Title of Authorized Officer or Manager

SUBSCRIBED AND SWORN BEFORE ME
ON THIS 14th DAY OF April, 2025.
NOTARY PUBLIC02/27/29
My Commission Expires:

ACCURA SUBCONTRACTOR AFFIDAVIT FORM

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for Accura Engineering and Consulting Services, Inc.

and RK&K on behalf of City of Peachtree City has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

86331

Federal Work Authorization User Identification Number

01/07/2008

Date of Authorization

Accura Engineering and Consulting Services, Inc.

Name of Sub-subcontractor

Design Services at Huddleston Road

Name of Project

City of Peachtree City

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____,

March 11, 2025 in Atlanta (city), GA (state).Prashanthi Reddy
Signature of Authorized Officer or ManagerPrashanthi Reddy, President & CEO

Printed Name and Title of Authorized Officer or Manager

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 11 DAY OF March, 2025.Natalie Rose Warner
NOTARY PUBLIC

My Commission Expires:

September 23, 2028

BM&K SUBCONTRACTOR AFFIDAVIT FORM

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

222350

Federal Work Authorization User Identification Number

6/17/2009

Date of Authorization

BM&K, Inc.

Name of Sub-subcontractor

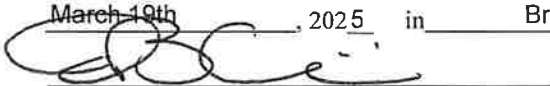
Design Services at Huddleston Road

Name of Project

Peachtree City

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____,

March 19th, 2025 in Braselton (city), GA (state).

Signature of Authorized Officer or Manager

Donald B. Clerici, PE, President

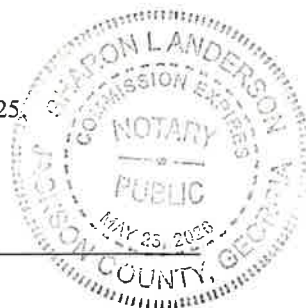
Printed Name and Title of Authorized Officer or Manager

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 19th DAY OF March, 2025.

NOTARY PUBLIC

My Commission Expires:

5/23/26

FORESITE SUBCONTRACTOR AFFIDAVIT FORM

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

1250269

Federal Work Authorization User Identification Number

December 7, 2022

Date of Authorization

Foresite Group, LLC

Name of Sub-subcontractor

Sewer and Multi-Use Path Extension for Huddleston Drive Project

Name of Project

City of Peachtree City

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____,

March 12, 2025, in Peachtree Corners (city), GA (state).

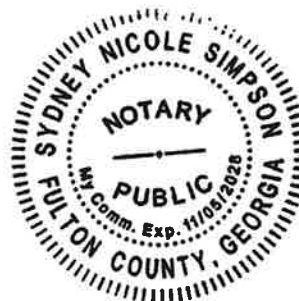
Signature of Authorized Officer or Manager

Erik Johnston, President

Printed Name and Title of Authorized Officer or Manager

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 12th DAY OF March, 2025.Sydney Nicole Simpson
NOTARY PUBLIC

My Commission Expires:

11/05/2028

WSP SUBCONTRACTOR AFFIDAVIT FORM

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

568440
Federal Work Authorization User Identification Number

June 20th, 2012
Date of Authorization

WSP USA, Inc.
Name of Sub-subcontractor

Huddleston Path & Sewer project
Name of Project

City of Peachtree City, GA
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on 25th

March, 2025 in Atlanta (city), GA (state).

[Signature]
Signature of Authorized Officer or Manager

Brandon L. Maden / Vice President
Printed Name and Title of Authorized Officer or Manager

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 25th DAY OF March, 2025.

Chloe Jackson
NOTARY PUBLIC
My Commission Expires: November 2nd, 2027



RATE SCHEDULE (INCLUDED IN A SEPARATE SEALED ENVELOPE)



HOURLY RATE SCHEDULE

Hourly rates must be shown for all project team members. The respondent should clearly indicate the proposed billing rate within the categories (only) shown below for each team member. No other billing categories will be evaluated or utilized for this contract. The respondents hourly rates shall remain fixed for a period of three years, after which time a reasonable increase will be negotiated with the City if necessary.

Principal (20+ years experience)	\$/hr	\$290
Senior Engineer (10+ years experience)	\$/hr	\$200
Project Manager	\$/hr	\$220
Project Engineer/ (4-10 years experience)	\$/hr	\$170
Staff Engineer/Designer (0-4 years experience)	\$/hr	\$125
CAD Operator	\$/hr	\$80
Senior Technician	\$/hr	\$115
Professional Land Surveyor	\$/hr	\$115
Survey Crew	\$/hr	\$160
Senior Ecological Scientist	\$/hr	\$175
Staff Ecologist	\$/hr	\$140
Senior Inspector (construction phase services)	\$/hr	\$115
Project Manager (construction phase services)	\$/hr	\$185
Subconsultant/Outside Expenses	Cost +%	10



CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Angela Egan, Purchasing Manager 6/13/2025
Kelly Bush, Financial & Administrative Services Director 6/13/2025
Chris Hobby, Assistant City Manager 6/13/2025
Justin Strickland, City Manager 6/13/2025

DATE: June 19, 2025

SUBJECT: Architectural Services Request for Proposals

Recommendation:

No action requested at this time

Discussion:

Staff had issued a Request for Proposals (RFP) for Architectural Services. We have received a total of 9 proposals. Staff is currently reviewing the proposals against the criteria outlined in the proposals, and we anticipate bringing forth a recommendation to Council in the July City Council Meeting.

Budget Impact:

The cost of services will be determined on a case-by-case basis, based on the scope required for each task requested from the Architectural Firm.

Attachments:

None